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ABSTRACT

Based on an 18-month strategic planning process undertaken by Centralia College administrators and support staff, this report reviews the achievements of each of the college's units and divisions in 1988-89 and states their goals for 1989-90. Section I provides highlights of the 1988-89 college year in the areas of college advancement (including the Centralia College Foundation and Office of College Relations), administrative services (including the bookstore, business office, computer and personnel services, and budget and purchasing), instructional programs (including the continuing education and vocational education programs and division chairs), and student services (including alumni services, admissions and counseling, and financial aid). For each division and unit, the report includes a description of mission, staffing, committee involvement, budget, and major accomplishments. Section II outlines six major college goals developed as a result of the planning process and lists the actions taken by each college division and unit to meet those goals. The institutional objectives are: (1) to maintain high standards of instruction; (2) to meet the needs of students through enhanced support services; (3) to develop and market educational programs in response to community needs; (4) to encourage and support professional development of faculty and staff; (5) to promote a positive campus environment; and (6) to provide effective administrative leadership. Finally, section III lists each division's goals for 1989-90, elaborating on planned efforts to meet the six stated goals of the college. (JMC)

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CENTRALIA COLLEGE

ANNUAL REPORT
1988-89

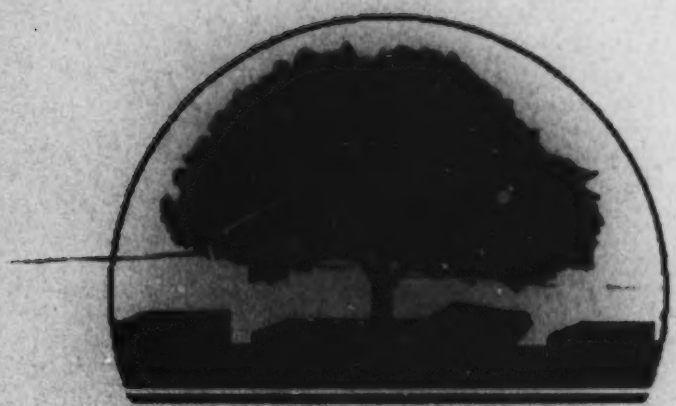

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TABLE OF CONTENTS

INTRODUCTION

I. HIGHLIGHTS IN 1988-89

ADMINISTRATION
College Advancement 1
Centralia College Foundation 2
College Relations 3
Graphic Design 5
Administrative Services 6
Dean of Administration 7
Bookstore 9
Budget 10
Buildings and Grounds 11
Business Office 12
Computer Services 14
Personnel Services 16
Purchasing 18
Title III Consortium 19

INSTRUCTION 21
Dean of Instruction 22
Continuing Education 24
Vocational Education 25
Division Chairs 26

STUDENT SERVICES 27
Dean of Students 28
Admissions and Records 30
Alumni Services 31
Counseling and Career Center 32
Educational Talent Search 33
Financial Aid and Student Employment 35
Library/Media Center 37
Phoenix Center 38
Sports Programs 39
Student Programs 40
Student Support Services 41

II. COLLEGE GOALS ADDRESSED IN 1988-89 44
Administration
College Advancement 45
Administrative Services 50
Instruction 59
Student Services 63

III. GOALS FOR 1989-90
Administration
College Advancement 70
Administrative Services 73
Instruction 79
Student Services 81

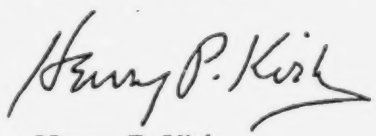
Addendum

INTRODUCTION

The 1988-89 college year marked an important milestone in the history of Centralia College. During this time, the institution completed its first year of operations as the single college of Community College District Twelve, and three new trustees were added to the Board. The college also completed an 18-month strategic planning process, the results of which should be most useful to the staff as they participate in accreditation self-study activities during the 1989-90 college year.

Centralia College is a complex and dynamic organization with many facets and processes. Periodically, it is important to assess the accomplishments of each unit of the college and plan ahead for the future. The purpose of this report, therefore, is to outline the results of the planning process conducted by college administrators and support staff. The report is organized into three major sections. The first provides highlights of the 1988-89 college year by major divisions and units of the college. Also included is a description of the mission of each unit, staffing, committee involvement, budget, and highlights or accomplishments. The second section looks at divisions of the college in relation to ways they helped the college to achieve each of its six major goals. The final section provides a listing of goals or objectives for 1989-90, by division, and in relation to the stated goals of the college.

It has been said that "success is the progressive realization of worthy, pre-determined goals." Based on that criteria, the staff is achieving a remarkable degree of success in the on-going operations of Centralia College.



Henry P. Kirk
President

COLLEGE ADVANCEMENT
HIGHLIGHTS IN 1988-89

- The Centralia College Foundation raised $290,000. $250,000 was matched by a federal Endowment Challenge grant for a total of over $540,000.
- Increased named endowments from 19 to 63.
- The Business Associates program generated gifts of over $54,000.
- The Mardi Gras fund and friendraiser was a success.
- Published the biannual College catalog.
- Drafted a Crisis Communication plan.
- Prepared 123 news releases, arranged 33 news stories, and utilized 59 photo opportunities generating 343 significant appearances in local, regional, and national media.
- Developed a current photo file of faculty and staff.
- Coordinated efforts with other Washington State community college public information officers resulting in a 17.3% budget increase from the legislature.

DEPARTMENT: CENTRALIA COLLEGE FOUNDATION

MISSION: The mission of the Foundation is to bring together interested friends of the college who are dedicated to the advancement of Centralia College. The Foundation is operated exclusively for the maintenance and/or the realization and attainment of educational, cultural, scientific, and charitable activities permitted to an organization exempt under Section 501(c) (3) of the Internal Revenue Code.

STAFFING: The staff of the Centralia College Foundation office consists of one half-time Executive Director, one full-time and one half-time office assistant and a part-time student worker.

COMMITTEE SERVICE BY THE EXECUTIVE DIRECTOR:

On Campus:

- Ex Officio member all Foundation Committees- Planning, Investment, Scholarship, Alumni, Special Events

Off Campus:

- Professional Associations
- Director - Lewis County Economic Development Council
- Member - Twin Cities Chamber of Commerce
- Director - Altrusa Club of Centralia - Chehalis
- Member - NCRD

BUDGET:

Annual Operating Budget (includes $28,000 direct from Foundation)	$ 89,000
Unrestricted Cash	110,000
Property & Equipment	246,000
Endowments & Restricted Funds	857,000
Program Account Funds	56,000
TOTAL FUNDS MANAGED	$1,358,000

HIGHLIGHTS FOR 1988-89

- Raised $290,000. $250,000 was matched by a federal Endowment Challenge grant for a total of over $540,000.
- Through expanded media coverage and public speaking, increased awareness of the role the Foundation plays in support of Centralia College.
- Increased named endowments from 19 to 63.
- Business Associates membership was increased and gifts of over $54,000 went to the Challenge Campaign.
- A very successful Mardi Gras brought additional emphasis to the Challenge Campaign and was an excellent "friendraiser".

DEPARTMENT: COLLEGE RELATIONS

MISSION: The College Relations function of Centralia College exists to facilitate the College's mission of developing individual student potential. To fulfill the mission, three public information/marketing goals must be met: the College's public must 1) be aware of opportunities available through the College for developing individual potential, 2) believe that individuals can benefit from those opportunities, and 3) be motivated to take advantage of those opportunities. The College Relations function works to achieve these three goals by distributing information about available opportunities for development of individual student potential, promoting a positive image of the College to its publics, and promoting student enrollment.

Specific tasks to fulfill these responsibilities include production of the quarterly class schedule and biannual catalog, coordination of publications and graphics, and production and distribution of news releases and advertising.

The office functions in close coordination with on-campus entities such as Admissions and Records, Vocational Education, Student Programs, and the President's office. Coordination occurs with off-campus groups such as TACC, WACCP, WACC-PIC and the State Board for Community College Education.

STAFFING: The staff of the College Relations office consists of the College's Public Information Officer, and a part-time student worker. The College Relations function also includes a half-time Graphics Illustrator and a part-time Graphics Assistant (student employee).

COMMITTEE SERVICE BY THE PUBLIC INFORMATION OFFICER:

On Campus:

- Enrollment Management Committee
- Social Committee (chair)
- Finance Committee for Accreditation
- Multicultural Awareness Committee
- Management Action Council
- Distinguished Alumnus Selection Committee
- Student Services Task Force, Strategic Planning Committee (chair)
- Parking Task Force (MAC)
- Student Rights and Responsibilities Task Force (MAC)
- Retreat Planning Committee (MAC)

Off-Campus Professional Associations:

- NCRD/NCMPR Regional Convention Planning Committee
- NCRD National Convention, Moderator Coordination
- Washington Association of Community Colleges - Public Information Commission (WACC-PIC)
- Twin Cities Rotary - (Air Fair Chairman)
- American Cancer Society (Income Development Chair)
- Boy Scouts of America (Public Relations Chairman, Tyee District)

BUDGET:

Annual Operating Budget	$77,412

HIGHLIGHTS FOR 1988-89

- Designed and completed Biannual Catalog.
- Changed format of quarterly Schedule improving readability and promotional value.
- Prepared 123 news releases, arranged 33 news stories, and utilized 59 photo opportunities generating 343 articles and/or photos appearing in the local, regional, and national media.
- Achieved 70% placement rate in daily media and 8% placement rate in weekly media.
- Drafted a Crisis Communication plan for review by the Executive Committee.
- Developed a current photo file of faculty and staff.
- Created a Distinguished Alumnus brochure.
- Coordinated efforts with other Washington State community college's resulting in a 17.3% budget increase from the legislature.
- Solicited 4 positive editorials from the Daily Chronicle.
- Arranged for donation of a 50 foot birthday cake for the "50 Years of Parent Education" celebration.

DEPARTMENT: GRAPHIC DESIGN

MISSION: The Graphic Designer/Illustrator is responsible for producing professional publications from conception through the printed piece involving all stages of design and production. This involves handling all of the typesetting and printing bids.

STAFFING: The staff of the Graphic Design function consists of a Graphic Illustrator, a part-time graphics assistant (student worker) and any freelance artists that may be hired.

BUDGET:

Annual Operating Budget $17,659

HIGHLIGHTS FOR 1988-89

- Designed $250,000 Challenge Campaign materials for the Foundation.
- Designed Distinguished Alumnus Brochure.
- Designed cover and divider pages for biannual catalog.
- Designed 5 pieces of artwork for the Centralia College Foundation's Mardi Gras dinner.
- Designed new front page format for the Quarterly Schedule.
- Designed new Spotlight publication for Student Programs.
- Designed Cooperative Title III logo and stationery.
- Designed new campus map.
- Designed 5 pieces of artwork for East County Center's "Paint Your Wagon".
- Designed 3 pieces of artwork for the "50 Years of Parent Education" celebration.

ADMINISTRATIVE SERVICES
HIGHLIGHTS IN 1988-89

- Completed the design development and construction document phases of the LARC project and the schematic design phase of the Vocational Shop project.
- Remodeled Child Development Center, Corbet Hall and Annex.
- Installed bleacher rails, exhaust fans, and stage in the Gym, Big Toys at the Day Care, restroom facilities in the Bookstore.
- Created a Computing Service Center for user access to equipment, software, training, and assistance. Provided Graphics and OCR - Optical Character Recognition (text) scanning, electronic mail and DBase budget program conversion from Wang to Macintosh.
- Provided new copier, automatic paper folder, and book binder in the copy center from savings which resulted from elimination of long distance charges and increasing SCAN system useage.
- Streamlined business functions following District separation including automated financial aid check writing and credit memo procedures.
- Negotiated and finalized new three-year faculty contract. Recruited and filled 18 positions including successfully completing recruitment and interviews for the Dean of Students. Received and processed over 550 applications with only two HEPB reviews conducted. HEPB reviews resulted in minor corrections to office personnel procedures.
- Completed the 1988 Affirmative Action Plan and Report and submitted to the HEPB and HRC for approval.

DEPARTMENT: DEAN OF ADMINISTRATION

MISSION: The mission of Administrative Services is to provide the administrative, financial and logistical services as well as the facilities required to support the college educational programs and services.

The Dean of Administration reports to the College President and is a member of the President's Executive Committee and the Management Action Council. The Dean is responsible for planning, implementation and coordination of the administrative functions and the financial operations of the college which includes: buildings and grounds functions, capital planning, personnel administration, business office operations, purchasing, bookstore operations, budget preparation and reconciliation, computer services, and Title III Consortium operations of the college.

Functions in close coordination with or as a member of many off-campus entities such as the State Board for Community College Education, Business Affairs Commission, Washington Community College Computing Consortium, Office of Financial Management, State Auditor's Office, Department of Corrections, etc.

STAFFING: The staff of the Dean of Administration's office consists of the Dean and one full-time secretary. The Administrative Services Division staff includes the following personnel:

- 1 Bookstore Manager, Retail Clerk
- 1 Budget Analyst
- 1 Buildings and Grounds Supervisor, 1 Office Assistant, 1 half-time Receiving Clerk, 4 Custodians, 1 Custodian/Stage Technician, 1 Electronic Technician, 2 Maintenance Mechanics, and 1 Gardener
- 1 Controller, 1 Cashier, 1 Payroll Technician, 4 Fiscal Technicians, and 1 Accountant
- 1 Director of Computer Services, 1 Computer Operator, and 1 half-time Technician
- 1 Personnel Officer and 1 Personnel Assistant
- 1 Buyer
- 1 Title III Executive Director, 1 (66%) Word Processing Operator
- Student Employees

COMMITTEE SERVICE BY THE DEAN OF ADMINISTRATION:

In the Community College System:

- System On-Going Review Committee for SBCCE Research and Analysis
- Secretary/Treasurer, Business Affairs Commission
- Business Affairs Commission Formula Review Committee
- Department of Corrections Indirect Cost Study Committee
- Washington Community College Computing Consortium Finance Committee

On Campus:

- Executive Committee
- Management Action Council
- Labor Management Committee
- Strategic Planning Committee
- Administration and Financial Operations Task Force, Strategic Planning Committee
- Physical Plant Task Force, Strategic Planning Committee
- Tenure Review Committee, Chair

- Buildings and Grounds Committee, Ex Officio
- Image Committee, Buildings and Grounds Committee, Ex Officio
- Safety Committee, Ex Officio

BUDGET:

Annual Operating Budget	$1,461,457
Grants and Contracts	169,000
Capital Budget (1987-89)	763,716
Capital Budget (1989-91)	5,049,000
TOTAL BUDGET	$7,443,173

HIGHLIGHTS FOR 1988-89

- Completed:
  - design development and construction document phases of the LARC project.
  - schematic design phase of the Vocational Shop project.
- Installed bleacher rails, exhaust fans, and stage in the gym.
- Remodeled Child Development Center.
- Remodeled Corbet Hall and Annex.
- Installed restroom facilities in the Bookstore.
- Negotiated and finalized new three-year faculty contract.
- Created a Computing Service Center for user access to equipment, software, training, and assistance.
- Successfully completed the District split process.
- Reduced telephone expenses by eliminating long distances charges to the college and encouraging use of the SCAN system.
- Provided new copier, automatic paper folder, and book binder in the copy center with savings from telephone expenses.

DEPARTMENT: COLLEGE BOOKSTORE

MISSION: The mission of the Bookstore is to provide the books and supplies required by students, faculty and staff at affordable prices.

STAFFING: The staff of the Bookstore consists of one Bookstore Manager, a Retail Clerk, and a student employee.

OPERATING RESULTS 1988-89:

Sales and Interest revenue		$316,202
Less:		
Cost of goods sold	$227,958	
Operating Expenses	62,963	(290,921)
Increase to Retained Earnings		$ 25,281

HIGHLIGHTS FOR 1988-89

1. Sales were increased by 8% while cost of sales were reduced by 1%.
2. Retained earnings were increased for the third year in a row -- each year being more successful than the last.
3. Innovations in accounting for credit memos have resulted in more timely payments and better use of funds.
4. Payment documents and processes were enhanced resulting in more efficient vendor payment activities.
5. A brochure outlining Bookstore policies and procedures was prepared for use of students, faculty, and staff.
6. Book repurchases were increased by $2,130 over the previous year.
7. Provided less expensive books for students by purchasing over 80 different titles of used books from used book companies.
8. Provided more low cost high quality items for students by increasing comparative shopping.
9. Maintained a positive cash flow every month eliminating the need for using other college funds.
10. Worked with Instruction to prepare a book processing calendar for the current year.

DEPARTMENT: BUDGET

MISSION: The mission of the Budget Office is to support the administration, faculty and staff in all matters pertaining to the budget.

The Budget Office responds to the needs of Centralia College staff by:

- preparing the annual budget.
- monitoring expenditures.
- providing workshops for all staff.
- creating and assisting with reports; i.e. assisting Personnel in creating work sheets for faculty contracts.
- coordinating with Computer Services in the creation of new programs for budget preparation and expenditure monitoring.
- assisting the Business Office, especially with payroll.
- accounting for Garrett Heyns Education Center's grants and contracts.

STAFFING: Budget Analyst

HIGHLIGHTS FOR 1988-89

1. Helped complete the successful split of Centralia and South Puget Sound. This involved meetings with members of the WCCCC. Trained the Budget Analyst for South Puget Sound.

2. After Rich Henry converted the old DBase budget to FoxBase, successfully revised the programs to produce budget books for the 1989-90 year.

3. With the use of data express, now able to create and catalog a report for use by the Business Office and Bookstore for credit memos.

4. Created and cataloged several other data express reports for use by Business Office staff. These include status reports for grants and contracts, revenue and expenditure reports for Fund 148 accounts, and various tables.

5. Implemented a new system for payroll and personnel, whereby sheets are produced for all full-time employees, complete with budget codes, pay periods and pay amounts.

6. Staff development included taking a governmental accounting class, attending an overview of the parttime faculty system, and attending two conferences.

7. On campus, served as a member of the Financial Administration Task Force for Strategic Planning.

DEPARTMENT: BUILDINGS AND GROUNDS

MISSION: In support of the overall mission of Administrative Services, the Buildings and Grounds Department at Centralia College will provide a clean, safe, comfortable campus with whatever support services needed to enhance the learning process. The responsibility of security, safety, and campus inventories (including receiving) belongs to the Buildings and Grounds Department.

STAFFING: The staff of the Buildings and Grounds Department consists of the Buildings and Grounds Supervisor, one Office Assistant, one half-time Receiving Clerk, four Custodians, one Custodian/Stage Technician, one Electronic Technician, two Maintenance Mechanics, and one Gardener.

TOTAL OPERATING BUDGET, 1988-89:

Utilities and Rents	$183,170
Rentals	67,422
Plant Operations	105,289
Custodial & Grounds Maintenance	198,205
Buildings and Grounds Administration	68,443
TOTAL	$622,529

HIGHLIGHTS FOR 1988-89

- Remodeled Corbet Hall:

  1. Installed new state-of-the-art lighting system in the theater.
  2. Painted interior of Corbet Hall.

- Installed:

  1. Restroom in Bookstore.
  2. Exhaust fans for ventilation in the gym.
  3. Big Toys at the Day Care.

DEPARTMENT: BUSINESS OFFICE

MISSION: The mission of the Business Office is to provide excellent fiscal support to the college community by:

- encouraging employee development.
- utilizing available new computerized systems.
- enhancing and streamlining routine processes.
- providing timely assistance.

STAFFING: The staff includes 1 Cashier, 1 Payroll Technician II, 1 Fiscal Technician I, 2 Fiscal Technicians II, 1 Fiscal Technician III, 1 Accountant I, 1 Student Employee, and the Controller.

BUDGET 1988-89: The budget for 1988-89 is $182,901. In addition, Title III Grant and other over-head funds support the Fiscal Technician I position.

HIGHLIGHTS FOR 1988-89

1. Reorganized Business Office staff and relative duties due to the District split.

2. Improved cash control procedures for handling student activities' dues, dances, and other functions, and increased revenues.

3. Implemented automated financial aid check writing.

4. Implemented automated credit memo procedure.

5. Improved timely payments of vendor invoices.

6. Designed various data express reports to retrieve data in a more timely manner, both for staff use and for the college community.

7. Assisted individual college staff in a variety of processes such as how to read a printout, payroll questions, solving individual vendor problems (i.e., food services), and etc.

8. Promoted two classified staff positions, and hired a grant accountant to handle the additional responsibilities of the Title III grant.

9. Reviewed and revised all office job descriptions and expectations after the District Split.

10. Staff development activity included eight participating staff members. Seven attended accounting classes, one took supervisory training, and others participated in workshops offered by the State, such as travel, vendor payments, etc., training.

11. Three staff members visited other colleges for cross-training in the areas of payroll and vendor payments/credit memos.

12. Several staff were active in on-campus committees. One is on the Classified Agenda Setting and Student Loan Fund Committees. Another is recorder for MAC, member of the Professional Development Committee, and Chair of the Financial Administration Task Force for Strategic Planning where two other staff were active members.

13. Off-campus state-wide committees participated in include:

    a. Chair, Fiscal Affairs Manual, Chapter 9, Miscellaneous Administrative Procedures.

    b. Member, Fiscal Affairs Manual Review Committee.

    c. Member, Community College Cashiering Committee.

    d. Chair, FMS Review Committee for Auxiliary Programs.

14. Additional off-campus state-wide activities include participation and/or membership in the following:

    a. Budgeting, Accounting, and Reporting (BAR).

    b. Financial Management System (FMS).

    c. Payroll and Personnel System (PPMS).

    d. Washington Financial Aid Association (WFAA).

15. The entire staff produced and maintained accurate accounting records and back-up documentation which resulted in a perfect 1987-88 state audit.

DEPARTMENT: COMPUTER SERVICES

MISSION: The role of Computer Services is to direct and coordinate the use of computer technology on campus to maximize the efficiency and effectiveness of information management tasks necessary to support the educational programs and services of the college.

Computer Services responds to the needs for campus computing by providing:

- Computer hardware, maintenance, and opportunities for training for centralized computing systems.
- Coordination with the Washington Community College Computing Consortium for existing software and desirable enhancements.
- Policies to ensure data security.
- Consultation regarding microcomputer hardware and software requirements for specific work groups and/or tasks.
- Maintenance of microcomputer hardware and software.
- Formal and informal training opportunities for work groups and individuals.
- The *Computer Resource Center* where users can have access to sophisticated computer applications, training, and file translation capabilities.
- Leadership in integration of centralized and decentralized computing through networks.

STAFFING: The staff of Computer Services consists of one full-time Director, one full-time Computer Operator, and one half-time Technician.

BUDGET: The annual operating budget for Computer Services is $153,629.

COMMITTEE SERVICE BY DIRECTOR:

- Strategic Plan Steering Committee
- Finance and Administration Strategic Plan Task Force
- Facilities Strategic Plan Task Force
- Advising Steering Committee, Co-Chair
- Buildings and Grounds Committee
- Parking Subcommittee of Buildings and Grounds, Chair
- Negotiations
- Management Action Council

HIGHLIGHTS FOR 1988-89

- New workstations
- Graphics scanning
- OCR - Optical Character Recognition (text) scanning
- In-service training for faculty days
- On-going inservice training for staff

- Conversion of DBase budget building program from Wang to Macintosh
- Electronic mail
- Increased effectiveness of network with Star controller and network bridge
- Installation of network modem, providing modem access to all network users
- Pilot of network serial port access to HP3000, eventually allowing all network users access to centralized systems at very low cost

DEPARTMENT: PERSONNEL SERVICES

MISSION: The mission of the Centralia College Personnel Office is to support the goals of the college by constantly endeavoring to promote, improve and support the development, well-being and effectiveness of our employees.

This mission is carried out through the functions of job analysis, job allocations, human resource planning, recruitment, selection, performance appraisal, employee benefits, counseling, compensation administration, career planning and professional development, human resource research, labor relations, employee relations and affirmative action/equal opportunity program administration.

STAFFING: The staffing for the Personnel Office consists of the Personnel Officer (Area Personnel Representative) and one full-time Personnel Assistant.

COMMITTEE SERVICE BY PERSONNEL OFFICER:

- Management Action Council
  - Sub-committees: Chair - Professional Development Committee
  - Member - Multi-cultural Committee
  - Member - Exempt Evaluation Review Committee
- Strategic Planning
  - Chair - Staffing Issues Sub-Committee
- Wellness Committee - ex-officio member
- Safety Committee - member
- Staff Recognition Committee - ex-officio member
- Classified Training Committee - ex-officio member
- Classified Steering Committee - ex-officio
- President's Advisory Committee - recorder
- Labor/Management Committee - member, recorder
- Human Resource Management Committee - member (off-campus)
- PPMS User Group - member (off-campus)

HIGHLIGHTS FOR 1988-89

1. Completed 9 position audits with 1 appeal filed.
2. Completed 5 layoffs with no appeals filed.
3. Assisted in 6 progressive corrective action processes.
4. Recruited and filled 18 positions including successfully completing recruitment and interviews for the Dean of Students. Received and processed over 550 applications with only two HEPB reviews conducted. HEPB reviews resulted in minor corrections to office personnel procedures.
5. Completed the 1988 Affirmative Action Plan and Report and submitted to the HEPB and HRC for approval.
6. Completed the update of the Personnel Section of the Employee Handbook.

7. Completed the update of the Personnel Section of the Board Manual.

8. Chaired and authored the report for the Staffing Task Force as part of the strategic planning process.

9. Made classroom presentations on Sexual Harassment and Career Development.

10. Organized and participated in the Supervisory Training Workshop.

11. Participated significantly with the Human Resource Management Commission in establishing state-wide policy recommendations regarding such issues as: affirmative action and cultural diversity; classified salary recommendations to the Legislature; and clerical specification development.

12. Collected position descriptions for classified and administrative positions.

DEPARTMENT: PURCHASING

MISSION: The mission of the Purchasing Office is to provide logistical support to the college community by:

- participating in continued educational opportunities.
- improving purchasing and receiving processes where possible.
- integrating computerized purchasing system when available.

STAFFING: The staff includes one Buyer I and a student assistant.

BUDGET 1988-89: The budget for 1988-89 is $44,792.

HIGHLIGHTS FOR 1988-89

1. Reorganized purchasing and related functions to ensure more streamlined and efficient processing.
2. Designed, prepared, and implemented a single form to replace the use of multiple forms previously used by all college community.
3. Participated in cross-training with other colleges.
4. Made a presentation on purchasing for the Administration and Financial Operations Task Force.
5. Participated in state-wide Purchasing Affairs Committee.
6. Promoted 1 classified staff to Buyer I commensurate with new job duties.
7. Attended purchasing classes earning 15 credit hours.
8. Successfully handled an increase from previous years in purchasing bids.

DEPARTMENT: TITLE III CONSORTIUM: Washington State Cooperative Arrangement "Focussing on Student Success."

MISSION: The mission of the Title III Consortium is to provide additional external financial resources to Centralia College to strengthen institutional programs and services for student success.

DESCRIPTION OF GRANT: Centralia College is administrating a five-year, $2.5 million cooperative Title III grant focusing on student success. The grant is one of only two new cooperative Title III's funded nationally this year; two others received continuations. The grant is shared with four other Washington State community colleges - Green River, Tacoma, Shoreline, and Walla Walla.

The project goal is to provide a network of computer systems and services to increase each college's capability to assist students in achieving their educational goals. Integral to the project plan is the participation of Washington Community College Computing Consortium (WCCCC), a state agency which develops and monitors management information systems for Washington's 27 community colleges.

WCCCC will be contracted to design and implement software and train staff for a computer-based system for each campus that meets the objectives of the grant. The ultimate benefit of this grant is that these systems, when developed and pilot-tested, will be available for use state-wide.

The project objectives include development of new advising assessment/placement strategies, computer-assisted advising and degree-audit systems, an academic early warning system, new learning assistance intervention programs, and an institutional system for student outcomes assessment and follow-up.

STAFFING: The administrative staff of the grant consists of one (100%) Executive Project Director, one (66%) Word Processing Operator II, one (75%) Fiscal Technician I, and five part-time local campus coordinators.

The Title III Consortium area as a whole consists of the following staff:

1 full-time administrator/supervisor
9 part-time administrators/supervisors
10 part-time classified
7 part-time faculty

BUDGET, 1988-89: Title III Consortium Grant Budget 5-year grant is $2.5 million.

Total Annual Operating Budget for each campus	$82,700
Total Annual Operating Budget for 5 campuses	$413,500
Total Annual Operating Budget Administration Unit	$86,300
Total Annual Budget	$499,800

HIGHLIGHTS FOR 1988-89

1. Hired word processor and fiscal technician for the administrative unit of the grant.

2. Developed the policies and procedures for the purchasing and reimbursement process.

3. Sponsored a workshop for the five campus coordinators and a business office representative. Training sessions acquainted the participants of the Title III grant, presented guidelines of the policies and procedures for the purchasing and reimbursement process, time and effort reports, coordinators' reports, etc.

4. Made a site visit at each of the five colleges participating in the cooperative grant.

5. Coordinators met regularly to discuss the budget adjustments needed, intent of the grant, purchasing of equipment, objectives for year one, and staff needs of each campus.

6. Attended monthly Student Outcomes Task Force of the WACC.

7. Attended the Student Success Strategies Conference in Portland. Met with the coordinators to discuss WCCCC development items.

8. Met with Jerry Woodard and Ray Gartner who presented the cost estimates, timelines, and feasibility of the development items for the grant.

9. Developed and distributed a Title III Personnel Directory for the five campuses to encourage networking.

10. Monitored and fielded the purchasing and monthly reimbursement of the five campuses with the Centralia College Business Office staff.

11. Surveyed the five campuses academic advising policies and procedures.

12. Established local Student Success Task Force composed of faculty, students and administrators for each campus.

13. Developed and submitted the Non-competing Continuation Application for grant year two.

14. Submitted a budget adjustment to Cheryl Gibbs in Washington, D.C. No official budget revision was required as the items were minor and did not effect the intent, objectives or outcome of the grant.

15. Presented an Anger Management and Communication Skills Workshop for the Chehalis School District's classified staff training program.

16. Met with WCCCC analyst and the five coordinators to clarify and approve the development items for computer programming, manuals, and training of staff on the five campuses.

17. Attended the National Title III Workshop in Washington, D.C.

18. Presented a Communication Skills Workshop for the Associated Student Body Officers' Retreat for Pierce Community College.

19. Coordinated the Institutional Coordinators Meeting for the Student Success Strategies V, to be held on February 8-9, 1990.

INSTRUCTION
HIGHLIGHTS IN 1988-89

- Planned and implemented a campus-wide computer laboratory for classroom use.
- Developed procedure for reviewing courses for addition or deletion from the curriculum with over half the course outlines revised and 10% of offerings dropped.
- Developed and implemented orientation for part-time faculty.
- Integrated the annual course schedule with the budget process so they complement each other.
- Assisted with the Strategic Planning Process.
- Planned, developed and implemented new courses and programs, on and off campus, to meet community needs.
- Worked with other community organizations to meet educational needs of the community.

DEPARTMENT: DEAN OF INSTRUCTION

MISSION: The mission of Instruction is to maximize the students' learning environment and to provide quality educational offerings.

The Dean of Instruction reports to the College President and is a member of the President's Executive Committee and the Management Action Council. The Dean is responsible for planning, implementation and coordination of the instructional functions of the college which include: scheduling, instructional planning, office operations, vocational education, continuing education, budget preparation and reconciliation, and Title III operations of the college.

Functions in close coordination with or as a member of many off-campus entities such as the State Board for Community College Education, Instructional Commission, Pacific Mountain Private Industry Council, etc.

STAFFING: The staff of the Dean of Instruction's office consists of the Dean, one full-time secretary and one full-time program assistant. The Instructional Services Division staff includes the following personnel:

- 55 full-time Faculty
- 4 Division Chairpersons and 1 full-time Secretary
- 1 Associate Dean for Continuing Education, 1 full-time and 1 part-time Program Assistant, and a 1/2 time Program Manager
- 1 Associate Dean for Vocational Education and 1 full-time Program Assistant
- 3 part-time Telecommunications Operators (1.5 equivalent)
- 100-150 part-time faculty
- 1 part-time Food Service Supervisor and 1 part-time Food Service Worker
- 1 part-time Program Assistant and 4 part-time Child Care Specialists
- 1 full-time Computer Instructional Technician, 1 full-time Science Instructional Technician
- 1 full-time Stockroom Attendant and full-time Duplicating Services Supervisor
- Student Employees

BUDGET:

Annual Operating Budget	$3,351,070
Grants and Contracts	425,513
TOTAL BUDGET	$3,776,583

HIGHLIGHTS FOR 1988-89

- Completed schematic design phase for vocational building addition.
- Provided child care for 50 children of students.
- Developed procedure for reviewing courses for addition or deletion from the curriculum.
- Reviewed of the Commercial Art Program.
- Revised and updated over half the course outlines.
- Developed and implemented orientation for part-time faculty.
- Developed advanced placement programs for high school students.
- Integrated the annual course schedule with the budget process so they complement each other.
- Expanded alternative delivery system for outlying areas.
- Operated the Tenino Center.
- Planned and implemented a campus-wide computer laboratory for classroom use.
- Provided a service level greater than allocated through contemporary contracting.
- Hired 4 full-time replacement faculty.
- Assisted with the Strategic Planning process.
- Implemented the 3rd year of Title III activities.

DEPARTMENT: CONTINUING EDUCATION

MISSION: The mission of Continuing Education is to provide planning, implementation and evaluation of educational programs offered in the evening, summer, and off-campus.

STAFFING: The Continuing Education staff consists of one Associate Dean for Continuing Education, one full-time Program Assistant I, one part-time Program Assistant I, one half-time Program Manager A, two student employees, and 55 part-time faculty.

HIGHLIGHTS FOR 1988-89

- Assumed responsibility for course offerings in the Tenino area including conducting a market survey , establishing an advisory committee, and implementing course offerings.
- Developed and implemented a video AIDS workshop that meets Department of Licensing requirements for health care professionals' license renewal.
- Expanded the college's Community Service Program from 12 to 40 offerings.
- Expanded television/video courses equivalencies and course outlines by nine.
- Implemented plans for college's new Senior College program to begin next fall.
- Established an annual close-captioned movie schedule for hearing impaired individuals.
- Worked with the Academic Standards Committee in developing a student request process/form.
- Developed and implemented the Alcohol and Drug Abuse Counselor training program.

DEPARTMENT: VOCATIONAL EDUCATION

MISSION: The mission of Vocational Education is to provide planning, implementation, and evaluation of educational offerings leading towards employment, upgrading job skills, and improving parenting skills.

STAFFING: The Vocational Education staff consists of one Associate Dean for Vocational Education, two full-time Program Assistant I's, Director of Cooperative Education, a part-time (1/4) Coordinator of Business Workshops, a part-time (1/4) Food Service Supervisor and a part-time Food Service Worker.

HIGHLIGHTS FOR 1988-89

- Coordinated a state program review of the Commercial Art Program.
- Met with 14 program advisory committees.
- Worked with several local employees to meet training needs.
- Worked with Employment Security to provide training for JTPA and Dislocated Workers clients.
- Supervised the growth of correspondence enrollments.
- Developed and implemented the Purchasing Manager's Program.
- Follow-up on success of vocational students after completion.
- Developed and implemented articulation with Early Childhood Education at three area high schools.

DEPARTMENT: DIVISION CHAIRS

MISSION: The mission of the Division Chairs is to provide leadership and communication for the respective division faculty. The Division Chairs respond to the needs of their respective divisions and college by:

- program planning, development, improvement and evolution
- scheduling of courses and instructor assignments
- acquisition of supplies and equipment
- budget development and review

STAFFING: Four Division Chairs, one Secretary, 55 full-time Faculty, 52 part-time Faculty, and student employees. Faculty receive support from a Science Instructional Technician, a Computer Instructional Technician, a Stockroom Attendant, a half-time Office Assistant, and a Duplicating Services Supervisor. Child care is staffed with a Program Assistant and 4 Child Care Specialists.

HIGHLIGHTS FOR 1988-89

- Planned and implemented a computer laboratory for classroom use.
- Revised and updated half the course outlines.
- Reviewed and deleted absolute course outlines.
- Developed Advanced Placement Program.
- Integrated the annual schedule with the budget process.
- Developed procedures for reviewing courses for addition or deletion from the curriculum.
- Implemented the final year of Title III activities.
- Assisted with the Strategic Planning Activities.

STUDENT SERVICES
HIGHLIGHTS IN 1988-89

- Provided a full range of services to promote student success.
- Updated plans for the LARC and remodeling of Student Center.
- Coordinated efforts with Instruction to assure smooth transition of Library/Media Center and Developmental Studies to Instruction and Placement (Student Employment) to Student Services.
- Conducted program reviews for Admissions/Records and Financial Aid and made staff adjustments in line with budget allocations.
- Assigned Task Forces to study and make recommendations on Athletics and the Student Financial Code.
- Finalized the computer plan for Student Services and developed the system for computerized advising.
- Participated in Student Success Strategies workshops and created Task Forces on Integrated Intake and Instructional Dimensions.
- Developed strategies to increase student applications for admission and for financial aid.
- Disbursed $1,134,000 in all programs through Financial Aid, including $49,000 in Centralia College Scholarships.
- Reorganized and expanded activities in Alumni Services.
- Worked with Instruction to revise human development courses and create a new Student Success course.
- Planned for the Fall Advising Fair and developed a new student orientation program.
- Increased services to area high schools through Educational Talent Search activities.
- Served 253 students and published a quarterly Cultural Events Calendar for Student Support Services.
- Participated in four intercollegiate sports programs and inducted five members into the Sports Hall of Fame.
- Developed programs and activities to promote and encourage student involvement with the college and community through Classroom Connection and the Expression Series.
- Provided leadership development opportunities for students through student government and student activities.
- Installed a computerized card catalogue and initiated conversion of library reference materials to CD-ROM.
- Streamlined registration process and records system for courses offered in the Phoenix Center and reorganized the correspondence program.
- Provided for and participated in staff development activities.

DEPARTMENT: DEAN OF STUDENTS

MISSION: The mission of Student Services is to maximize student success through providing leadership, coordination and management necessary to ensure that college resources committed to student services functions are used as effectively as possible in helping students identify, pursue and achieve their individual goals.

The Dean of Students reports to the College President and is a member of the President's Executive Committee and Management Action Council. The Dean is responsible for overall planning, implementation, and evaluation of the Student Services Program which includes: admissions/records; financial aid; academic advising; career planning and counseling; women support services; Educational Talent Search project; Title IV project, Student Support Services; alumni services; veterans services; sports programs; student programs; and testing and placement. During the 1988-89 academic year, library/media services and student development studies which includes basic skills, tutoring, high school completion, inmate program, American Citizenship, and English as a Second Language were under the direction of the Dean of Students.

STAFFING: The staff of the Dean of Student's office consists of the Dean and one full-time Program Assistant. The Student Services staff includes the following personnel:

- Director of Admissions and Records, 1 Credentials Evaluator, 1 Word Processor, 1 Data Entry Operator, and 1 part-time Program Assistant
- Director of Financial Aid and Student Employment, an Assistant Director, 1 full-time and 1 half-time Program Assistants, and 1 part-time Office Assistant
- Part-time Director of Counseling, 2 full-time and 1 part-time Counselors, and 1 Program Assistant
- Half-time Director of Student Support Services, 1 Program Assistant, and 1 Office Assistant
- Half-time Director Educational Talent Search and 3 part-time Program Assistants
- Part-time Athletic Director and Director of Sports Programs, Coaches and Assistant Coaches for four sports, and 1 half-time Office Assistant
- Student Programs Manager and 1 half-time Assistant
- Part-time Coordinator of Testing and Placement and 1 part-time Test Proctor
- Part-time Coordinator of Alumni Services
- Student Employees

Also includes the following personnel for 1988-89:

- Director of Library/Media Services; 1 Librarian, 1 Media Technician, and 1 Office Assistant
- Director of Developmental Studies, full-time and part-time Instructors, and 1 Program Assistant

COMMITTEE SERVICE BY THE DEAN OF STUDENTS:

In the Community College System:
- Washington State Student Services Commission

On Campus:
- Executive Committee
- Management Action Council
- Accreditation Committee
- Student Services Committee

- Advising Steering Committee
- Student Success Strategies Task Force
- Professional Development Committee

BUDGET:

Annual Operating Budget for 1988-89	$617,194
Grants ($127,980 and $113,959)	241,939
Associated Students of Centralia College	113,200
TOTAL BUDGET	$972,333

HIGHLIGHTS FOR 1988-89

- Reviewed plans for the LARC and remodeling of Student Center.
- Coordinated with Instruction to assure smooth transition of Library/Media Center and Developmental Studies to Instruction and Placement (Student Employment) to Student Services.
- Assessed staff needs and made necessary staff adjustments and reassignments.
- Finalized the computer plan for Student Services offices.
- Conducted program reviews for Admissions/Records and Financial Aid.
- Assigned Task Forces to study and make recommendations on Athletics and the Student Financial Code.
- Coordinated planning efforts with Instruction, Student Services, and Administrative Services to share budgetary responsibilities.
- Participated in Student Success Strategies workshops and created Task Forces on Integrated Intake and Instructional Dimensions.
- Promoted a new advising/registration process and a new student orientation program for Fall '89.
- Participated in staff development programs.

DEPARTMENT: ADMISSIONS AND RECORDS

MISSION: The Admissions and Records Office is responsible for the accurate and timely processing and maintenance of student records relating to admissions, registration, enrollment information, course information, grades, class schedules and veterans issues. Other services provided are the development and dissemination of admissions information, the coordination of high school-college relations activities, marketing activities and the coordination of commencement.

STAFFING: The staff of the Admissions and Records Office staff consists of a Director, a Credentials Evaluator, Word Processor, Data Entry Operator, two student workers in Registration and Records and six student workers in Admissions, three regular part-time employees, occasional part-time employees and fourteen community volunteers.

COMMITTEE SERVICE BY THE DIRECTOR:

In the Community College System:

- Pacific Northwest Association of College Admissions Counselors (PNACAC)
- Washington Association of Community College Registrar & Admissions Officers (WACCRAO)
- Washington Council on High School/College Relations (WCHSCR)
- Inter-College Relations Commission, ICRC liaison
- Student Services Computing Group of Washington, President-elect

On Campus:

- Management Action Council
- Academic Standards Committee
- Instructional Council
- Student Services Cabinet
- Advising Steering Committee
- Commencement Committee, Chairperson
- Enrollment Management Committee
- Distinguished Alumnus Committee

BUDGET 1988-89: The annual operating budget for 1988-89 is $155,166.

HIGHLIGHTS FOR 1988-89

1. Increased new student applications from 1287 (1987-88) to 1415 (1988-89), an increase of 128 applicants.

2. Developed new faculty advising handbook and updated student advising handbook.

3. Researched feasibility of implementing academic alert. WCCCC is developing state-wide system.

4. Developed tables to begin process of implementing computerized degree-audit system.

5. Continued marketing efforts for prospective students through Admissions' Team high school visitations, high school/college conferences, parent nights, campus tours, fairs, written post cards, and telephoning.

6. Coordinated successful 1989 commencement.

7. Provided leadership for Enrollment Management Committee and implemented student-to-student visitations to The Evergreen State College and Central Washington University.

DEPARTMENT: ALUMNI SERVICES

MISSION: To foster and encourage the growth of the Centralia College Alumni Association, to serve as college liaison to Alumni Association, and to provide appropriate and timely information and recognition to Alumni members.

STAFFING: The Alumni Office consists of a half-time Program Assistant who reports directly to the Student Programs Manager.

BUDGET 1988-89: The Alumni Office budget was included in the Student Programs' budget.

HIGHLIGHTS FOR 1988-89

- Hosted intermission alumni recognition activities and reception at quarterly drama productions.
- Hosted a successful all-class reunion in June.
- Created and mailed newsletter REFLECTIONS to Centralia College alumni.
- Restored the Margaret Corbet portrait and formally installed the portrait and a plaque in Corbet Hall.
- Purchased a commemorative bench for Katherine Kemp.
- Maintained clipping file of alumni news and accomplishments.
- Expanded alumni mailing list.
- Cooperated with Student Programs on special events.
- Participated in campus committees, including the selection of Distinguished Alumnus, scholarship committee, facilities naming and buildings and grounds.
- Coordinated student short-term loan program.

DEPARTMENT: COUNSELING AND CAREER CENTER

MISSION: The Director of Counseling and Career Center reports to the Dean of Students. The Director is responsible for the planning, organizing, marketing, implementing and evaluation of career planning and counseling, testing and placement.

STAFFING: The Counseling and Career Center consists of a part-time Director of Counseling, two full-time and one part-time Counselors, and a Program Assistant.

BUDGET 1988-89: The annual operating budget for 1988-89 is $107,707.

HIGHLIGHTS FOR 1988-89

1. Pilot tested differentiated staffing patterns to provide for increased counselor availability.
2. Extended the orientation concept by developing the new Student Success course.
3. Created individual modules and variable credit options for Career Planning course.
4. Counselors were identified as advisors for Pre-majors.
5. Counselors prepared proposal to attend the "Master Student" training sessions.
6. Counselors served on Advising Steering Committee; Faculty Evaluation Program, Small Group Instruction Diagnosis; New Student Orientation; Integrated Intake; Student Success Strategies conference; Early Alert System; and Strategic Planning.
7. Counselors saw approximately 550 students each quarter; most frequent reason for seeing a counselor was for career counseling and academic/vocational advising.
8. Reviewed LARC concept and ordered furniture and equipment for new facility.
9. Reviewed and revised Human Development courses.
10. Conducted an in-house self-improvement assessment of counseling service during winter and spring quarters.
11. Served more than 50 women in the most successful ever "New Directions" program.

DEPARTMENT: EDUCATIONAL TALENT SEARCH

MISSION: The Educational Talent Search is a federally funded program administered by Centralia College which provides support services to students and adults who wish to continue their secondary or post-secondary education. The Educational Talent Search project is a comprehensive counseling and referral program that provides free academic, vocational, career, and financial aid information to persons over 12 years of age. The goals of the project are to help participants complete high school or the GED and to assist participants in entering college or vocational schools. Two-thirds of program participants are expected to meet eligibility criteria of low income and first generation college student.

STAFFING: The ETS Office consists of a half-time Director, four part-time Program Assistants, and one part-time Office Assistant.

COMMITTEE SERVICE BY DIRECTOR:

In the Community College System:
- NW Association of Special Programs
- NASP, Regional Commissioner for TRIO Achiever
- Youth 2000 Education Task Force

On Campus:
- Management Action Council, Chair-Elect
- Student Service Cabinet
- Student Success Strategies
- Multicultural Awareness Committee, Chairperson
- MAC, sub-committee on Student Complaints

BUDGET FOR 1988-89: The operating budget for September 1, 1988 - August 31, 1988 is $113,959.

HIGHLIGHTS FOR 1988-89

1. 457 High School students served.

2. 98 % retention.

3. 130 ninth grade students participated in the Leadership Conference held May 23, 1989 at Centralia College.

4. 53 high school sophomores participated in Mentorship Activities in March 1989.

5. 350 high school juniors participated in the Career Fair held February 28 at Centralia College. Career Exploration activities were provided to sophomores and juniors at 12 area high schools.

6. 50 high school seniors participated in the field trip to the National College Fair in Seattle, November 1989.

7. 45 parents participated in 'Parenting for Student Success' workshops presented by Dick Naegeli at five locations in Lewis and Thurston counties.

8. Over 230 persons participated in Financial Aid Workshops held at 13 area high schools and Centralia College.

9. 233 parents and youth participated in College Information Nights at 13 area schools.

10. 60 adult and youth high school dropouts were served from September - May.

11. 90 post-secondary were served in the first three quarters of the project.

12. Final program statistics will be available August 31, 1989.

13. The Director is currently writing a proposal to serve 150 seventh and eight grade youths for dropout prevention for the coming two- year period.

DEPARTMENT: FINANCIAL AID AND STUDENT EMPLOYMENT

MISSION: The mission of the Office of Financial Aid Services is to provide access to education for needy students by removing cost barriers and by facilitating entry and persistence in college. The staff and student workers of the Office of Financial Aid Services strive to maintain a supportive and flexible atmosphere that is sensitive to all students and to make the financial aid process as stress-free as possible. In addition, the office coordinates its services and programs with other existing programs that enhance student development and success.

STAFFING: The Financial Aid staff in 1989-90 includes the Director of Financial Aid and Student Employment, an Assistant Director, one full-time and one half-time Program Assistants, and one part-time Office Assistant. College Work Study students also assist the full-time staff members.

COMMITTEE SERVICE BY DIRECTOR:

In the Community College System:
- WAFAA, Chair of The Washington Financial Aid Association Fund Development Committee
- WFAA Executive Committee
- Community College Financial Aid Computing, Chair-elect

On Campus:
- Student Services Cabinet
- Management Action Council
- Tenure Review Committee, Chairperson
- Student Financial Code Task Force, Chairperson
- Multicultural Awareness Committee
- Legislative Action Committee
- College Advancement Strategic Planning Committee
- Centralia College Scholarship Committee

BUDGET 1988-89: The annual operating budget for 1988-89 for the Financial Aid and Student Employment Office is $138,728.

HIGHLIGHTS FOR 1988-89

Total Number of Financial Aid & Scholarship Applicants, 1988-89: 983
Total Number of Aid Recipients in all programs, 1988-89: 620
Total Expenditures in all programs, 1988-89: $1,134,000

1. Disbursed $1,134,000 in all types of financial aid to 620 students for the academic year. Provided some form of financial assistance to 50% of the degree and certificate-seeking students enrolled Fall, 1988. (There were 1,227 degree and certificate seeking students Fall, 1988.)

2. Placed 170 student workers in part-time employment on and off campus. These student workers earned a total of $184,200.

3. Presented twelve financial aid workshops for high school students and their parents in conjunction with Educational Talent Search. Over 200 students and parents attended these sessions.

4. Conducted 50 Financial Aid Orientation and Debt Management sessions throughout the school year for all aid recipients; a total of 530 students attended these sessions.

5. Processed 8900 separate documents for financial aid applicant files. Prepared 626 award packages for students. Generated over 1800 financial aid authorization forms used by students quarterly for payment of tuition.

6. Coordinated the Centralia College Scholarship application and selection process for the 1989-90 academic year, which included reviewing 180 applications, notifying those selected and not selected as scholarship recipients, and hosting the Scholarship Award Night event which was attended by 140 people. Eighty-seven students were awarded $49,000 in scholarships for the 1989-90 school year.

7. Increased the number of aid recipients in 1988-89 for need-based student aid programs by 49% over 1985-86 and by 21% over 1986-87. Increased the number of Pell Grant recipients in 1988-89 by 58% over 1985-86, by 37% over 1986-87 and by 7% over 1987-88.

8. Maintained an institutional default rate of 2.4% for the Perkins Student Loan program.

9. Presented Financial Aid Awareness Week on campus, which was part of a statewide activity and included an open house and a financial aid workshop for the local community.

10. Coordinated Student Employment Week on campus, with speakers from the business community, and hosted a reception at which student workers were awarded certificates of appreciation.

11. Developed current job descriptions for all staff members in the Financial Aid Office.

12. Implemented a new Satisfactory Academic Progress Policy for financial aid recipients which included quarterly and cumulative monitoring of credits attempted, credits completed, and grade point average.

13. Contacted employers in the East County area in an effort to expand State Work Study placements for students in that area.

14. Successfully completed an "Image Improvement" program for the physical appearance of the Financial Aid Office.

15. Conducted cross-training with the Educational Talent Search and Student Support Programs.

16. Provided training opportunities for staff members in a variety of areas including financial aid delivery systems, default prevention, dealing with difficult people, leadership, placement, and presentation skills.

DEPARTMENT: LIBRARY/MEDIA CENTER

MISSION: The Library/Media Center is responsible for support services to the college community. These include: the library, media production, media software services, and media equipment use. This program will report to Instruction beginning July 1, 1989.

STAFFING: The staff consists of the Director of Library/Media Services, one Librarian, a Media Technician, Media Film Clerk, Library Technician (60%), and student workers.

BUDGET 1988-89: $508,100.

HIGHLIGHTS FOR 1988-89

1. Installed computerized card catalogue.
2. Contracted Media Curriculum Specialist to fulfill final phase of Title III project to identify and implement improved media service to faculty.
3. Continued to computerize library circulation system.
4. Conducted workshops, lectures, and presentations for English 102 classes.
5. Instituted new policy for improved study atmosphere including reorganization of furniture and stacks.
6. Initiated conversion of heavily used reference materials to CD-ROM form through the initial acquisition of Books in Print.
7. Acquired 2nd Edition of the premier English language reference source, the Oxford English Dictionary.
8. Established the Thelma Brooks fiction collection, which was partially funded by grants from the Associated Students of Centralia College.

DEPARTMENT: PHOENIX CENTER

MISSION: The Director of Developmental Studies reported to the Dean of Educational Services. The Director is responsible for the planning, organizing, marketing, implementing, and evaluation of testing, placement, basic and college developmental education, high school completion, correctional facilities, Adult Basic Education program, American Citizenship, volunteer and peer tutoring, English as a Second Language, and correspondence programs. This program will report to the Dean of Instruction beginning July 1, 1989.

HIGHLIGHTS FOR 1988-89

1. All full-time faculty participated in staff development activities. Nancy Warnstadt and Paula Norby earned Masters degrees.

2. Developed a new registration process for Fall '89 to eliminate overcrowding; Reading and English programs will include some lecture classroom time each week to supplement the self-paced individualized instruction.

3. Streamlined and color coded records systems for easy identification and use.

4. Organized the Correspondence Program as a service of the Phoenix Center and enrollment has tripled.

5. Provided approximately 1200 hours of test proctoring. The ASSET Testing Program provided college placement testing for approximately 700 potential new students; GED testing program awarded approximately 130 GED Certificates.

6. Developed and provided information packets identifying procedural and operational information for each evening school student.

7. Hired a night faculty person one night each week to act as a liaison with local high schools and with high school completion students to track and report progress.

DEPARTMENT: SPORTS PROGRAMS

MISSION: The Athletic Department is responsible for administering the following interscholastic sports programs: Women's and Men's Basketball, Women's Volleyball, and Men's Baseball. The Sports Programs Office processes eligibility forms, develops and monitors team budgets, develops game schedules, oversees recruitment of athletes, helps in fund raising activities for scholarships, and promotes all sporting events and activities.

STAFFING: The Sports Programs office consists of a part-time Athletic Director and Director of Sports Programs, a half-time Office Assistant, and Coaches and Assistant Coaches for four sports.

COMMITTEE SERVICE BY DIRECTOR:

In the Community College System:
- Northwest Athletic Association for Community Colleges (NWAACC)
- Athletic Commissioner
- Member of the NWAACC Executive Board for the past two years

On Campus:
- Management Action Council (MAC)
- Student Service Cabinet
- Student Financial Code Committee
- Strategic Planning Committee task force
- Tenure Review Committee

BUDGET 1988-89: The annual operating budget for 1988-89 is $46,445.

HIGHLIGHTS FOR 1988-89

1. Inducted five members into the Sports Hall of Fame.
2. Hosted a successful Sports Recognition banquet.
3. Promoted expansion of the Booster Club and its support to college athletic programs.
4. Recruited athletes for the four sports programs.
5. Served on the NWAACC executive committee.
6. Participated on the task force which reviewed the Financial Code.
7. Marketed sports programs to community and student groups.
8. Coordinated the Spaghetti Feed and other fund-raising events.
9. Supported the summer basketball camp.
10. Assessed programs/activities to assure that sports program staff possess the competency, skills, and knowledge base necessary to provide high quality information and services.

DEPARTMENT: STUDENT PROGRAMS

MISSION: The Student Programs Manager reports to the Dean of Students and is a member of the Management Team. The Manager is responsible for overall planning, implementation, and evaluation of the Alumni Services Office and the Student Programs area which includes: student government leadership, budget for all student programs and clubs, programming of all campus activities, support services to other Student Services departments, and advisory of student life issues and concerns.

STAFFING: The Student Programs Office consists of the Manager and a half-time Office Assistant.

COMMITTEE SERVICE BY MANAGER:

In the Community College System:
- WACCSAP

On Campus:
- Management Action Council (MAC)
- Student Services Cabinet
- Accreditation
- Building and Grounds
- Centennial
- Distinguished Alumni

BUDGET 1988-89: The operating budget for 1988-89 is $49,103.

HIGHLIGHTS FOR 1988-89

1. Served on committee which developed new student orientation program for Fall '89 and planned special student activities for first week.

2. Implemented a training program for student leaders and staff.

3. Developed programs and activities to promote and encourage student involvement with the college and community: Classroom Connection and Expression Series.

4. Provided a full range of services to promote student success: meetings with senate; Legislative Contact Program; Interclub Council; informative pamphlets, fliers, and publications.

5. Developed a computer system to improve the efficiency and effectiveness of services provided to students.

6. Promoted leadership development opportunities for student leaders.

7. Organized the Activities Board and coordinated planning for next year's Classroom Connection, Expression Series, and Mid-day Entertainment.

8. Provided leadership to Student Government.

9. Participated in WACCSAP and attended regional and national conferences.

10. Served on task forces which reviewed the Intercollegiate Sports Programs and Financial Code.

DEPARTMENT: STUDENT SUPPORT SERVICES

MISSION: The Student Support Services is part of a federally funded program administered by Centralia College. The goals of the project are to help participants complete high school or the GED and to assist participants in entering college or vocational schools. Two-thirds of program participants are expected to meet eligibility criteria of low income and first generation college student.

BUDGET FOR 1988-89: The operating budget for August 1, 1988 - September 1, 1989 is $127,980.

STAFFING: The Student Support Services office consists of a half-time Director, a Program Manager, a Program Assistant, and a Secretary.

COMMITTEE SERVICE BY DIRECTOR:

In the Community College System:
- NW Association of Special Programs
- NASP, Regional Commissioner for TRIO Achiever
- Youth 2000 Education Task Force

On Campus:
- Management Action Council, Chair-Elect
- Student Service Cabinet
- Student Success Strategies
- Multicultural Committee, Chairperson
- MAC, sub-committee on Student Complaints

HIGHLIGHTS FOR 1988-89

1. 253 total students participated in Student Support Services through Spring 1989. 89 students were new in the project; 164 had been seen last year. (68% of the students qualified under the 2/3 federal requirement.)

2. 209 (82%) of the students completed an Individual Educational Plan upon assessment of basic skills, learning styles, personal needs and career interests.

3. 298 referrals were made to campus and community resources.

4. Human Development workshops were conducted quarterly in Study Skills and Test Anxiety. (21 participants.)

5. A Mentorship Program was initiated. 42 students requested mentors, 32 were matched, 10 students met with their mentors.

6. Academic Early Warning was conducted quarterly, with 89 % response rate by faculty.

Fall:	72/217 (33%) students were flagged.	33 (46%) students responded.
Winter:	89/201 (44%) students were flagged.	55 (62%) students responded.
Spring:	63/210 (30%) students were flagged.	53 (84%) students responded.

7. 251 financial aid counseling sessions were provided to 131 participants.

8. 176 advocacy contacts were made with 83 students.

9. Services were provided for students on academic and/or financial aid warning, probation or suspension.

QTR.	PROBATION	SUSPENSION	WARNING	PROBATION	SUSPENSION
Fall	4	3	22	0	0
Winter	2	15	9	6	0
Spring	12	11	7	6	2

10. The GPA of students were checked quarterly.

Fall: 90 % of students enrolled had 2.0 or above.
Winter: 88 % of students enrolled had 2.0 or above.
Spring: 77 % of students enrolled had 2.0 or above.

11. Tutoring was provided quarterly:

QUARTER	STUDENTS	SUBJECTS	HOURS
Fall	22	12	200
Winter	24	17	234
Spring	11	23	149

12. Career Workshops in resume writing and interviewing were provided to 8 students.

13. Individual career planning assistance was provided:

Fall:	13 students	24 contacts
Winter:	22 students	25 contacts
Spring:	27 students	45 contacts

14. Transfer planning and assistance was provided quarterly:

Fall:	47 students identified	31 sessions for 15 students
Winter:	47 students identified	53 sessions for 33 students
Spring:	52 students identified	90 sessions for 52 students

15. Campus visits were arranged:
T.E.S.C. (2/28) 8 students.
Lower Columbia Community College (5/23) 4 students.

16. A textbook bank was established:

Fall	42 books	2 books checked out to SSS participants
Winter	35 books	5 books checked out to SSS participants
Spring	36 books	1 book checked out to SSS participants

17. A Cultural Events Calendar was published quarterly.
Free events were noted and free tickets for selected events obtained.

QUARTER	NO. FREE EVENTS	NO. PARTICIPANTS USING FREE TICKETS
Fall	39 events listed	0
Winter	21 events listed	0
Spring	52 events listed	6

18. 10 students received scholarships for FY 89-90.

19. 36 students graduated or received certificates of proficiency in Spring 1989.

20. 3 of the 5 outstanding students for 1988/89 were SSS participants.

21. SSS Staff obtained professional development training in the areas of student retention, support services for handicapped students, career exploration, TRIO management, computer applications, and staff supervision.

22. SSS staff were involved in a number of campus-wide committees. Gave a presentation at the Student Success Strategies Conference in Portland, and were involved in a number of professional and community organizations.

COLLEGE GOALS ADDRESSED IN 1988-89

During the 1985-86 college year, a master planning process was completed by the staff of the college. The results of that effort have been stated in the form of six major goals for the college:

1. Maintain High Standards of Instruction
2. Meet the Needs of Students Through Enhanced Support Services
3. Develop and Market Educational Programs in Response to Community Needs
4. Encourage and Support Professional Development of Faculty and Staff
5. Promote a Positive Campus Environment
6. Provide Effective Administrative Leadership

All departments of the college were asked to address these goals during the 1988-89 college year, and to report on their success in the pages which follow.

COLLEGE ADVANCEMENT
COLLEGE GOALS ADDRESSED IN 1988-89

1. Maintain High Standards of Instruction

FOUNDATION

- Established new endowments to provide student scholarships and other instructional program needs.

COLLEGE RELATIONS

- Designed cover pages for correspondence course packets.
- Promoted SGID evaluation process.
- In cooperation with other community college's, promoted successful passage of increased budget for the community college system providing program improvement funds of $ 27.6 million and faculty salary increases of 13% over the biennium.

2. Meet the Needs of Students Through Enhanced Support Services

FOUNDATION

- Awarded $20,000 in scholarships for the 1989-90 year.
- Established 44 new endowments to provide student scholarships and other program needs.
- Accepted funds from the Skinner Foundation to purchase the WOIS books for ETS.
- Managed 35 program accounts for campus organizations.

COLLEGE RELATIONS

Produced publications or advertisements to advise students of classes, services, and opportunities:

- Biannual catalog
- 4 quarterly schedules
- Signs for Advising Fair
- 3 SPOTLIGHT publications
- Numerous flyers for student activities
- New Directions program posters and artwork
- Child Development Center brochure for direct mail
- Cover for ASCC constitution and bylaws
- Graduation program
- A-team poster and postcard
- 89-90 scholarship application
- Parent Aide program poster

- Signs and placecards for SSS & ETS
- 3 sets of posters and programs for drama department
- ETS Parent Workshop flyers
- Financial Aid brochure update, and design for Financial Aid information packet
- Publicity for Support Services through local media
- Promotions in cooperation with other community colleges for passage of an increased budget for the community college system providing $6.5 million to fund additional FTE's .

3. Develop and Market Educational Programs in Response to Community Needs

FOUNDATION

- Accepted funds from the Eagles for Child Development Center playground equipment.
- Accepted funds from Pacific Cataract & Laser Institute for new Senior College program.
- Provided personalized computer training to Business Roundtable members.
- Provided quarterly computer workshops for Business Associates members.

COLLEGE RELATIONS

- Updated Cambridge summer program poster.
- Completed Lewis County Literacy brochure.
- Designed cover for "Why Education" video.
- Promoted enrollment in new programs and weak existing programs through 71 promotional news releases.
- Purchased ad space in community maps to reach new residents in our service area.
- Investigated costs and vendors for a professionally produced promotional video tape.
- Worked with the Enrollment Management Committee to identify the College's current marketing and promotional activities.
- Published a full page history of Centralia College in the Centennial Edition of the Daily Chronicle.

4. Encourage and Support Professional Development of Faculty and Staff

FOUNDATION

- Joyce Butkus and Rosalie Crase attended the NCRD National convention.
- Joyce Butkus attended training at the National Planned Giving Institute.

- Rosalie Crase & Mike Gaudette attended the Crescendo Planned Giving seminar.
- Rosalie Crase & Darlene Bartlett attended a one day seminar on Image & Communication Skills for Women.
- Joyce Butkus attended the NCRD/NCMPR joint regional conference.

COLLEGE RELATIONS

- Mike Gaudette attended the WACC-PIC annual conference.
- Mike Gaudette attended the NCRD national convention and served as a panel moderator.
- Jamie Condos-Kostick attended 2 workshops on Leadership & Supervision Skills for Women and Image & Communication Skills for Women.
- Mike Gaudette attended the NCRD/NCMPR joint regional conference.
- Mike Gaudette attended a one-day desktop publishing seminar.
- Mike Gaudette completed 15 credits towards a Master Degree in Business Administration.
- Mike Gaudette attended a 4-day supervisory training workshop.

5. <u>Promote a Positive Campus Environment</u>

FOUNDATION

- Funded several campus activities, including
  - College Admissions Team
  - Board of Trustees Reception
  - New Directions Workshop
  - Receptions for Dean of Students candidates
  - Dean of Students Reception
  - Title III Consortium Workshop
  - Financial Aid Open House
- Funded the employee recognition awards
- Provided opportunities for over 60 faculty, staff, and students to work together in a spirit of cooperation and comaraderie at the annual Mardi Gras.
- Encouraged participation in the annual campaign through payroll deduction.

COLLEGE RELATIONS

- Designed Wellness Program T-shirt.
- Designed Student employee certificates for Financial Aid.
- Developed annual social calendar and coordinated activities.
- Provided information for Spotlight, ETC, and the Update.

6. Provide Effective Administrative Leadership

FOUNDATION

- Developed a standardized Endowment Agreement between donor and Foundation.
- With Investment Committee developed policy and guidelines for prudent fiscal managment.

COLLEGE RELATIONS

a. The college relations function assisted in the administration of the College by preparing:

- A new form for Centralia College general ledger transactions
- A redesigned Centralia College check
- Endowment fund display poster
- Thank you notes, note pads, and business cards for staff members
- $250,000 campaign publications
- Mailing labels for bid invitations
- A redesigned inter-office memo
- Redesigned business reply envelopes
- Mardi Gras materials
- The Dean of Students search brochure

b. College Relations staff

- Participated in submittal of the Title III eligibility application.
- Mike Gaudette chaired the Student Services Task Force for The Strategic Planning Committee.
- Submitted a successful $500,000 endowment grant proposal which the College declined.
- Implemented streamlined procedure for distribution of News Release information.
- Updated job descriptions for all staff.

7. **Continue to Develop and Refine Computer-Aided Systems**
(Additional goal addressed by College Advancement)

FOUNDATION

- Adjusted donor database to accommodate demands of $250,000 campaign.
- Researched software available for expanded fund-raising and donor information.
- Created the Foundation's Annual Report using desktop publishing.
- Enlarged prospect data base for the Centralia College Foundation to 8,000 names.

COLLEGE RELATIONS

- Developed a computerized log of all news releases, distribution, and appearances of the college in the media.
- Developed Hypercard-based staff directory.
- Computerized distinguished Alumnus records.
- Developed letter, memo, and news release templates and complementary data bases to expedite correspondence.

ADMINISTRATIVE SERVICES
COLLEGE GOALS ADDRESSED IN 1988-89

1. Maintain High Standards of Instruction

BUILDINGS AND GROUNDS

a. Provide comfortable and well maintained classrooms and laboratories.

Response: The following repairs and improvements were made:

- Art Department Area
  Replaced flooring with ceramic tile
  Replaced water fountain
  Enclosed dumpsters

- Corbet Hall
  Repainted hallways and installed new carpet
  Replaced old curtains
  Installed new main front curtain
  Installed latest state-of-the-art light control system in the theater
  Hung portrait of Margaret Corbet in the foyer.

- Ehret Hall
  Repainted exterior of building
  Installed new vent systems for lab
  Installed security system in chemistry lab

- Library
  Repainted exterior of building
  Refinished wood on entry doors

b. Make donated equipment available to faculty and staff through "National Association for the Exchange of Industrial Resources" for use in classrooms and laboratories.

Response: Circulated the NAEIR catalog and received orders for $5,400 worth of materials for less than $1,000.

TITLE III CONSORTIUM

Develop assessment/placement procedures.

Response: Title III Consortium campuses developed assessment/placement procedures for the student advising into academic classes.

2. Meet the Needs of Students Through Enhanced Support Services

BOOKSTORE

a. Promote the Book Repurchase Program more via mailings, possibly in conjunction with registration mailings:

Response: Increased bookstore repurchase of used books by $2130 by improving notification to students.

b. Provide more used books purchased from used book companies, therefore allowing the students a cheaper alternative when purchasing books.

Response: Provided less expensive books for students by purchasing over 80 different titles of used texts from used textbook companies.

c. Continue to seek out the best product at the lowest price from vendors in the areas of paper products, art supplies, and drafting supplies in order to pass the lowest price possible on to the student.

Response: Provided low cost high quality items such as 5 1/4" computer disks, etc., by doing comparative shopping.

BUILDINGS AND GROUNDS

a. Provide security and support services for student activities.

Response:
1. Providing better lighting in dark areas at night.
2. Hired security personnel to work during some night class hours.

b. Provide work opportunities and positions for students in need of financial aid.

Response:: 32 college work study and 16 student employees were employed by the Buildings and Grounds area in 1988-89.

BUSINESS OFFICE

a. Implement new computerized cashiering system.

Response: The automated cashiering system was not available this year.

b. Work more closely with student clubs and organizations to improve procedures in the handling of change funds, etc.

Response:

1. Improved cash control over student activities such as dances, resulting in increase of revenue by $300 per dance ($1200 per month average).

2. Implemented new and consistent cash procedures for collecting student payments for club dues, etc.

3. Implemented automated financial aid check writing to ensure timely and accurate grant payments.

COMPUTER SERVICES

a. Create a Computing Center where users can have access to equipment, software, and assistance for specialized computing tasks.

Response: The Computer Center is in full operation, providing four workstations, graphic and OCR (text) scanning, training, file translation, etc.

b. Expand the role of the HP3000 operator to include microcomputer support and training responsibilities.

Response: Mary Knutson provides significant microcomputer support and training.

PURCHASING

Improve delivery time of classroom equipment/supplies through expediting of orders.

Response:

a. Processed all classroom equipment and supplies as timely as possible.

b. Simplified the ordering and purchasing processes by reprioritizing some job functions, and updating forms.

TITLE III CONSORTIUM

a. Design student success models.

Response: Consortium campuses designed student success models for each campus.

b. Purchase and install equipment.

Response: Purchased and installed equipment and pilot tested the assessment/placement systems for each of the consortium campuses.

4. <u>Encourage and Support Professional Development of Faculty and Staff</u>

DEAN OF ADMINISTRATION:

Response: The Dean of Administration attended The Western Association of College and University Business Officers Annual Meeting and portions of the Management Workshop sponsored by Centralia College. The Dean's Secretary completed 15 credits at City University in

Personnel Resource Management, Marketing, and Behavioral Decision Making and also attended the Management Workshop.

BUILDINGS AND GROUNDS

a. Identify needs of maintenance staff and provide training to meet these needs.

Response:

1. Bill Schoelkopf and Gil Elder completed a one-week administrative training class on the new telephone switch.

2. Bill Schoelkopf completed a two-week maintenance training session on the new telephone switch.

3. Steve Wilcox and Gil Elder completed a three-day training session on the new maintenance software.

b. Encourage training for all Building & Grounds staff.

Response:

1. Helen Lucier completed an accounting course.

2. Helen Lucier and Gil Elder attended a State Board Facility Inventory Workshop.

BUSINESS OFFICE

Continue to emphasize support for staff development.

Response:

a. Nine employees took advantage of staff development opportunities. Seven in accounting classes, one in purchasing classes, and two in supervisory workshops.

b. Some staff took one-day seminars in technical training such as travel, financial aid regulations, etc.

PERSONNEL SERVICES

Response: The Personnel Director completed 8 units toward her Bachelor's Degree including the American College and University master's level course offered by Centralia College and the University of Washington.

The Personnel Assistant completed 40 credits toward her Bachelor's Degree this year taking Economics, Human Resource Management, Managerial Decision Making, Marketing, History of Business, Statistics, Managerial Communications and Math for Managers. Fantastic accomplishment Tammy!

PURCHASING

Participate in purchasing/accounting related classes available during 1988-89.

Response:

a. Completed 15 credits in Purchasing and Materials Management at Centralia College.

b. Participated in cross training with other colleges.

c. Attended both PAC Meetings (Purchasing Affairs Committee for the Community Colleges) and hosted the fall meeting.

TITLE III CONSORTIUM

a. Develop a contract with WCCCC.

Response: Consortium campuses contracted the WCCCC to train staff for the new computer programs and equipment on each campus.

b. Develop Student Success Task Forces.

Response: Consortium campuses developed a Student Success Task Force on each campus.

c. Develop meeting schedule.

Response: Consortium campuses held regular meetings with the five campus coordinators and the WCCCC staff when appropriate.

5. <u>Promote a Positive Campus Atmosphere</u>

BOOKSTORE

Carry more college imprinted goods such as key chains, pins, pens, notebooks and clothing.

Response: Carried more college imprinted items such as mugs, t-shirts, sweat shirts, children's clothing, pens, etc.

BUILDINGS AND GROUNDS

a. Work closely with the Buildings and Grounds Committee to identify and resolve problem areas and to address these problems.

Response: Worked actively with the Building & Grounds Committee to resolve:

- LARC landscaping and parking issues, and
- Moving the Student Activities building.

b. Provide a clean, open, inviting campus.

Response:

1. Painted the Child Development Center, Day Care Center, Library, and Ehret Hall exteriors.

2. Improved lighting after dark.

3. Improved landscaping.

BUSINESS OFFICE

a. Reorganize Business Office staff assignments to complete implementation of District split.

Response: Successfully reorganized business office staff assignments in implementing District split.

b. Improve timely payment of invoices in Accounts Payable.

Response: Improved timely payment of invoices in accounts payable by reorganizing files, processes, and routine duties. Also established automated check writing and credit memo procedures.

PURCHASING

a. Improve communication of purchasing changes, order status, etc.

Response:

1. Improved communication of purchasing changes, order status, etc., by reprioritizing routine duties, and by making a presentation to the Financial Task Force.

2. Designed and implemented a one-document form which requires less paperwork and questions as well as enables timely ordering and delivery of goods.

b. Convert to HP/Purchasing System as soon as available, to increase efficiency of overall process from order origination to vendor payment.

Response: The automated purchasing system was not available this year.

6. **Provide Effective Administrative Leadership**

DEAN OF ADMINISTRATION

a. Complete implementation of the District split.

Response: Successfully accomplished.

b. Update Facility Master Plan.

Response: Progress towards updating the facility master plan has been slow, but efforts are continuing. Much of the effort required in this area has been started. The buildings and grounds committee has appointed subcommittees to work on the areas of parking, building and room numbering, exterior and interior painting and campus beautification. It is anticipated that these efforts along with the Task Force recommendations will provide the majority of the information needed to update the plan.

c. Develop improved personnel practices.

Response: A new Personnel Officer was hired effective July 1, 1988. New procedures have been established and others are being reviewed.

d. Address Affirmative Action.

Response: Our new plan for 1988-89 has been submitted. Goals are being reviewed as part of every personnel decision that we make. We will continue to avail ourselves of every opportunity to meet these goals.

e. Assume increased role in labor/management relations.

Response: A new three-year faculty contract was negotiated and finalized by the Labor Management Committee which included three members from Admin Services -- the Dean of Administration, the Personnel Officer, and the Computer Center Director.

BOOKSTORE

Develop a brochure/catalog for faculty and staff outlining policies, procedures, and goods available at the Bookstore.

Response: Developed a brochure for faculty, staff, and student use which outlines policies and procedures.

BUILDINGS AND GROUNDS

a. Implement a new preventive maintenance system on the computer.

Response: The preventive maintenance system for the computer is not available yet. (The WCCCC is still working on it.) However, an improved maintenance form has been designed and is now being used for better tracking of requests. We have also hired two new maintenance personnel to provide improved HVAC (heating, ventilation and air conditioning) and carpentry.

b. Provide a faster and more accurate scheduling system for facility usage.

Response: The scheduling system is being developed for the MAC and will be implemented in 1989-90. In the meantime, an improved banquet permit form was developed to assist users and prevent confusion.

BUSINESS OFFICE

a. Provide improved accounting information through data express.

Response: Designed data express reports for improved accounting information both for staff use, and for timely retrieval of information upon request.

b. Conduct workshop(s) on reading budget reports.

Response: Assisted individual college staff in training them to use the budget and other financial reports.

COMPUTER SERVICES

a. Coordinate information systems aspects of the strategic planning process.

Response: Successfully completed.

b. Encourage and support appropriate computer use by first-line administrators.

Response: This process has begun, with the Deans continuing to increase their computer use. Improvements can be made, however. One of the greatest difficulties is for the administrators to find the time for more training. Perhaps a formalized schedule of opportunities would be appropriate.

c. Investigate campus networking and electronic mail.

Response: The network has been expanded to essentially all administrative Macintosh computers on campus. At present, this allows printing on any printer. Electronic mail is available to about one-third of users, and is being extended cautiously. File sharing is a project for next year.

PERSONNEL SERVICES

a. Develop improved Personnel practices.

Response: New Personnel Officer hired effective July 1, 1988. New procedures established in the areas of recruitment, notification of cyclic employees, lay-off, progressive action and in appointment of all positions. Began review of procedures in the areas of training and development, payroll and leave processing, CPR and safety training, and employee recognition. Training provided to supervisors on leadership and supervisory skills.

b. Address Affirmative Action.

Response: Affirmative Action Plan updated and new goals set. Multi-cultural sub-committee of the Management Action Council established.

c. Assume increased role in labor/management relations.

Response:: Labor Management Committee now includes the President, Dean of Administration and the Personnel Officer in addition to the four staff representatives and the Union Representative. Labor/management meetings are held whenever the need arises. Labor problems were averted through humanitarian decision making during the budget development process.

TITLE III CONSORTIUM

a. Develop procedures for purchasing/reimbursement.

Response: Consortium developed guidelines for the purchasing and reimbursement procedures for the five campuses.

b. Develop common baseline data.

Response: Surveyed the five campuses to develop common guidelines for baseline data, collecting data, etc.

c. Develop personnel directory.

Response: Developed a personnel directory of participating staff in the five campus consortium.

d. Maintain communication between WCCCC and consortium.

Response: Maintained an effective spirit of cooperation between the five campus consortium and the WCCCC.

e. Develop the non-competitive application.

Response: Developed the non-competitive application for year two and sent to Washington, D.C. by the deadline.

INSTRUCTION
COLLEGE GOALS ADDRESSED IN 1988-89

1. Maintain High Standards of Instruction

   a. Ensure consistency between classroom activities and course outlines.

      Response: Updated and rewrote over half of the course outlines. Approved process for reviewing new and revised courses and deleting obsolete courses.

   b. Work with appropriate professionals, agencies and advisory committees.

      Response: Organized an advisory committee for the new Tenino Program; worked with DOL, local health department, BASA, Recovery NorthWest, and AIDS Network to provide AIDS classes; and worked with DSHS and Employment Security to serve their clients, members of Pacific Mountain Private Industry Council, Twin City Chamber of Commerce.

   c. Recruit highly qualified teachers.

      Response: Placed ad in local newspapers requesting faculty, recruited out of area.

   d. Review the Commercial Art Program.

      Response: Completed State program review comparing the program against industrial standards.

   e. Adopt a new course designed to meet the quantitative skill requirement for implementation during 1989-90.

      Response: Adopted Math 107 during fall quarter and offered it as a telecourse winter quarter.

   f. Develop and implement part-time faculty orientation.

      Response: Provided orientation for part-time faculty at the beginning of fall quarter.

   g. Develop communication for establishing dual credit (college in the high school) programs with local high schools.

      Response: Insured implementation of business education articulation, signed agreement for Early Childhood Education, meet with school district personnel to start discussions and explore interest, and Onalaska High School students were able to earn ten quarter credits in Japanese.

2. Meet the Needs of Students Through Enhanced Support Services

   a. Enhance the comfort of deaf students on campus.

      Response: Developed year long schedule of close captioned movies, available on campus. Implemented video courses and identified those that are closed captioned.

b. Develop system to ease student access to Academic Standard processes.

Response: Worked with the Academic Standards Committee on form and process for grade forgiveness.

c. Implement a faculty workload review process.

Response: Developed a spreadsheet to review faculty workload and reviewed 1987-88 and 1988-89.

d. Meet the objectives of Title III in its third year of operation.

Response: Title III is moving along on schedule.

e. Integrate the annual schedule with the budget process so they complement each other.

Response: Developed a yearly schedule of activities.

f. Improve Child Care.

Response: Obtained additional rental space, received funds from ASCC for 1989-90, and completed licensing requirements for 1989-90.

3. Develop and Market Educational Programs in Response to Community Needs

a. Review the past offering and enrollments at the East County Center and develop a long-term program of offerings.

Response: Reviewed historical enrollments for trends, and developed annual plan.

b. Do a market survey of the Tenino area and develop a plan for providing services.

Response: Developed a survey from responses and mailed to all Tenino area box holders, developed an annual program of offerings, starting with winter quarter. Demand does not support a 3 year AA program.

c. Complete the implementation of the annual schedule with improved student faculty ratios.

Response: Reviewed offering in annual schedule against past enrollments, and scheduled offerings for 1989-90 based on need.

d. Market the 50 year celebration of Parent Education.

Response: Provided special local activities including birthday party at Lewis County Mall, and added Randle Headstart as a result.

e. Implement small business management consulting in East County Center.

Response: Over 300 free consultations were made available throughout Lewis County.

f. Expand Community Service Offerings.

Response: Increased offerings by 2 1/2 times.

g. Review offerings for continued offerings.

Response: Reduced Legal Assistant and Hearing Impaired Studies in 1989-90 based on student demand. Redirected computer offerings.

4. Encourage and Support Professional Development of Faculty and Staff

Promote the opportunities for individuals to grow professionally.

Response: Encouraged faculty to use travel budgets, encouraged use of extended studies program and updated all vocational faculty professional improvement plans. The administrative staff attended the quarterly meeting of their counterparts in the State, and attended one out-of-state convention. The classified staff used release time and the fee waiver to attend Centralia College courses. Two faculty members took sabbatical leaves for professional improvements and one participated in a faculty exchange.

5. Promote a Positive Campus Atmosphere

Improve inter-departmental faculty communications.

Response: Encouraged faculty to attend other divisions' meetings. Division newsletters were used.

6. Provide Effective Administrative Leadership

a. Implement a faculty workload review process in accordance with Negotiated Contract.

Response: Developed a spreadsheet to review all faculty workload and reviewed 1987-88 and 1988-89.

b. Meet the objectives of Title III in its third year of operation.

Response: Title III is moving along on schedule.

c. Integrate the annual schedule with the budget process so they complement each other.

Response: Developed a yearly schedule of activities.

d. Insure Federal Vocational funds are spent and accounted for properly.

Response: Developed a system of tighter controls on expenditures.

e. Expand our offerings to the business/industrial community.

Response: Developed brochure on customized offerings, developed Purchasing Manager's Program, worked with Providence Hospital, PP&L, and WIDCO to meet special in-house needs.

f. Improve availability of offering to non-traditional students.

Response: Expanded child care, increased offerings through correspondence and video courses and opened Tenino Center.

STUDENT SERVICES
COLLEGE GOALS ADDRESSED IN 1988-89

1. Maintain High Standards of Instruction

DEAN OF STUDENTS

a. Work with Instruction to developed new course(s), workshop(s), and certificate or degree program(s).

Response: Presented New Directions workshop, revised Career Planning course and developed Student Success course.

b. Enhance the quality of instruction by extending support services.

Response: Completed the transition of Library/Media Center and Developmental Studies to Instruction and Placement (Student Employment) to Student Services. Implemented the academic alert system. Implemented ASSET placement test. Introduced new computer cataloging system.

ADMISSIONS

a. Assist in the finalization and implementation of new academic standards policy.

Response: Successfully completed and implemented Fall Quarter 1988.

b. Enhance the quality of instruction by extending support services.

Response: Assisted in the development and implementation of the academic alert system. Provided Instruction with enrollment data, both state and contract supported.

COUNSELING AND CAREER CENTER

a. Work with Instruction to developed new course(s), workshop(s), and certificate or degree program(s).

Response: Provided staff with opportunities to co-sponsor the SSS Summer Bridge workshops prior to the Fall Quarter to assist new students with selection of college major.

b. Enhance the quality of instruction by extending more support services.

Response: Prepared for accreditation by reviewing record systems and catalogue information, and conducting assessments. Assessed services provided by the Counseling Center for internal review purposes.

2. Meet the Needs of Students Through Enhanced Support Services

DEAN OF STUDENTS

a. Continue to develop cooperative programs with area organizations, business, industry, and educational entities in order to promote student success.

Response: Coordinated efforts with Employment Security, Centralia College and DSHS to create "New Directions".

b. Develop staff programs/activities to assure that all Educational Services staff possess the competency, skills, and knowledge base in order to assist students succeed in their educational pursuits.

Response: Completed program reviews for Admissions/Records and Financial Aid.

ADMISSIONS

a. Develop cooperative programs with area organizations, business, industry and educational entities.

Response: Developed end-of-year high school analyses for all high schools in the college's service area.

b. Implement tracking system for prospective students.

Response: Coordinated efforts with Title III program.

COUNSELING

Response: Assisted in the planning of services for prospective and returning students during the summer months. Articulated the Counseling Center's working relationships with special campus projects (SSS, ETS, TITLE III, and Co-Op). Provided mini inservice sessions to review the resources located in the Counseling Center. Designed and implemented services targeted at undecided students.

FINANCIAL AID

a. Implement changes to student work programs to ensure more effective operation of these programs.

Response: Developed a monitoring system for expenditures in all student work programs. Developed a training program for student workers on campus to improve work habits and enhance job performance.

b. Implement a new Satisfactory Academic Progress Policy for financial aid recipients.

Response: Monitored on a quarterly basis and determined mechanism of referral for support services to students who lose aid due to poor academic performance.

c. Develop a clearly defined process for student intake, progress monitoring, and referral.

Response: Evaluated the need for evening hours to serve night students and student coming into Counseling in the evening. Assisted in the development of a student flow chart to ease entry into the college for students. Presented financial aid workshops, orientation and debt counseling sessions for students.

d. Develop programs and activities that are based on student needs and encourage student involvement with the college.

Response: Developed peer advisor program with appropriate training for student workers in the Financial Aid Office. Advanced awarding calendar so students are informed earlier in the summer on the outcome of their application. Gathered student input on workshops they would like offered by the Financial Aid Office. Coordinated activities at the college for Financial Aid Awareness Week in January and Student Employment Week in April.

STUDENT PROGRAMS

a. Develop programs and activities that promote and encourage student association and involvement with the College.

Response: Served on the committee which developed new student orientation program for Fall '89 and planned special student activities for the first week of classes.

b. Provide a full range and schedule of services based on student needs that promote student success.

Response: Provided services to promote student success: meetings with senate; Legislative Contact Program; Interclub Council; informative pamphlets, fliers, and publications.

3. <u>Develop and Market Educational Programs in Response to Community Needs</u>

ADMISSIONS

Response: Participated in Enrollment Management Committee. Assisted with the analysis of evening student survey. Continue to provide information to prospective students in a timely and image conscious manner.

FINANCIAL AID

Response: Offered financial aid workshops at local high schools and in the community. Promoted and developed State Work Study contracts with are businesses and encouraged students to pursue this type of employment. Continued involvement with Service Providers organization. Initiated contact with human services agencies to better coordinate services to mutual client population.

COUNSELING

Response: Developed annual marketing plan. Determined all available resources for marketing. Worked to integrate programs and services in the LARC plans.

STUDENT PROGRAMS

Response: Developed programs and activities to promote and encourage student involvement with the college and community: Classroom Connection and the Expression Series.

4. **Encourage and Support Professional Development of Faculty and Staff**

DEAN OF STUDENTS

Response: Promoted the Student Success Strategies and Management Workshop and created task forces on Integrated Intake and Instructional Dimensions. Participated in staff development programs.

ADMISSIONS

Response: Supported and encouraged staff training. Provided opportunities for advance Macintosh and HP training.

COUNSELING

Response: Encouraged and supported staff to take advantage of appropriate staff development opportunities. Provided up-to-date conference, workshop, course and seminar information for staff use in planning staff development activities.

FINANCIAL AID

Response: Designed professional development plan with each staff member as a part of the evaluation process. Implemented regularly scheduled staff meetings to deal with operational, training, and staff development needs. Developed cross-training and coordinated staff meetings with other areas in Student Services, such as Special Services.

STUDENT PROGRAMS

Response: Promoted leadership development opportunities for student leaders. Participated in WACCSAP and attended regional and national conferences.

5. Promote a Positive Campus Environment

DEAN OF STUDENTS

Response: Implemented a regular biweekly meeting with department managers to keep staff informed about new developments and activities. Participated in staff recognition program.

ADMISSIONS

Response: Informed staff in a timely manner of new developments and activities. Encouraged staff to become involved in college events and planning activities.

COUNSELING

Response: Worked to enhance the physical, internal and eternal image of the Counseling Center. Conducted research (assessments) to identify program/services strengths and weaknesses. Reorganized the filing/records systems.

FINANCIAL AID

a. Expand communication between the Financial Aid Office and the rest of the college.

Response: Continued to provide information to college personnel through the Update, constituent group meetings, memorandums and staff meetings. Promoted college personnel attendance at financial aid workshops, orientation and debt management sessions.

b. Conduct an evaluation of the present Financial Aid Office physical arrangements to determine effectiveness and suitability for delivering services.

Response: Developed a listing of services provided and means of providing those services. Determined most appropriate physical arrangement of the Financial Aid Office to deliver services and made necessary changes.

STUDENT PROGRAMS

Response: Communicated with campus personnel through the "Update" and" Etcetera". Provided advisory information and in-service for students and advisors through ICC and other forms of in-service.

6. **Provide Effective Administrative Leadership**

DEAN OF STUDENTS

Response: Reviewed plans for the LARC and remodeling of Student Center. Coordinated planning efforts with instruction, student services, and administrative services to share budgetary responsibilities. Assigned Task Forces to study and make recommendations on Athletics and the Student Financial Code. Assessed staff needs and made necessary staff adjustments and reassignments. Integrated the ETS and SSS programs into one administrative unit. Chaired the Management Action Council. Provided leadership in the Enrollment Management Committee.

ADMISSIONS

a. Complete program review in conjunction with the Dean of Students.

Response: Reviewed and surveyed Admission/Records Office at selected CCs. Updated all job descriptions for office staff.

b. Assist in the development of the Campus Strategic Plan.

Response: Provided data on enrollment and student biographical information to task forces. Provided charts and graphs comparing current with past data to assist in the strategic planning process.

COUNSELING

Response: Identified LARC functions and staffing levels by January 1, 1989. Worked to assist in the maximizing of efficiency in record keeping and systems in the Counseling Center. Attempted to seek outside funding for enhanced program offerings and services.

FINANCIAL AID

a. Complete program review in conjunction with the Dean of Students.

Response: Reviewed and compared the Financial Aid Office at CC with selected CC's. Updated all job descriptions for office staff.

b. Assist in the development of the Campus Strategic Plan.

Response: Served on the Task Forces as part of Strategic Planning process.

c. Initiate financial aid research activities to enhance planning efforts.

Response: Implemented questionnaire to previous aid recipients to determine effects of student aid upon their lives. Evaluated the results of the research and submitted report of findings to the Dean of Students.

d. Participate in the review of the CC Scholarship program operations.

Response: Completed the selection process and facilitated the Scholarship Awards Night.

7. Continue to Develop and Refine Computer-Aided Systems
(additional goal established by Student Services)

DEAN OF STUDENTS

Response: Finalized the computer plan for Student Services offices.

ADMISSIONS

Response: Coordinated efforts with the Title III program to implement degree-audit system and computer tracking system for prospective students.

FINANCIAL AID

Response: Designed and implemented the Financial Aid Transcript system on existing hardware and software. Evaluated data processing needs and capabilities of Financial Aid Office and reorganized existing hardware as necessary.

STUDENT PROGRAMS

Response: Developed a computer system to improve the efficiency and effectiveness of services provided to students.

COLLEGE ADVANCEMENT
GOALS FOR 1989-90

I. Maintain High Standards of Instruction

A. Foundation

1. Award $5,000 in mini-grants to faculty and staff.

2. Conduct "Building for The Future" annual campaign to raise $100,000 in cash and in-kind gifts. The main focus will be to develop the Natural Science Center and Northwest Botanical Gardens.

B. College Relations

Provide increased graphics support to faculty as needed.

II. Meet the Needs of Students Through Enhanced Support Services

A. Foundation

1. Continue to solicit additional funds to add to scholarships and endowments.

2. Develop informative brochures for each endowment to be used as handouts for scholarship recipients and applicants, fund raising, and public presentations.

3. Award new scholarships, for art, diesel technology, nursing, science, and education.

B. College Relations

1. Provide informative news releases to local media, and the student newspaper about services that are beneficial to current and prospective students.

2. Use focus groups of students to evaluate the formats of the quarterly class schedule and the biannual catalog.

III. Develop and Market Educational Programs in Response to Community Needs

A. Foundation

1. Offer 4 computer workshops to Business Associates members.

2. Offer 4 hours of personalized computer training at the place of business for Business Roundtable members as requested.

3. Hold an annual complimentary luncheon with a prestigious business keynoter for Business Associates and Business Roundtable members.

B. College Relations

1. Develop a bank of radio PSA's in the form of current student and Centralia College graduate testimonials.

2. Maintain a continuous television presence through PSA's on the video billboard on the local cable TV channel.

3. Work with the Enrollment Management Committee to identify those priorities on which to focus the College's marketing efforts.

4. Obtain current (<3 years old) photos of programs and activities (especially those activities which recur).

5. Emphasize marketing programs which have been identified as low enrollment.

6. Try to develop appropriate photo opportunities for every News Release.

IV. Encourage and Support Professional Development of Faculty and Staff

A. Foundation

1. Attend National Planned Giving Institute seminars.

2. Attend regional NCRD/NCMPR conference.

B. College Relations

1. Public Information Officer to complete Masters in Business Administration.

2. Graphics Illustrator to become proficient in use of McDraw II software and familiar with Pagemaker desktop publishing software.

3. College Relations staff should continue to attend workshops and training pertinent to their professional development goals.

4. Increase committee participation of Graphics Illustrator in areas appropriate to expertise.

V. Promote a Positive Campus Environment

A. Foundation

1. Award $5,000 in mini-grants to faculty and staff.

2. Fund campus activities as needed.

3. Encourage participation in Annual Fund Campaign through payroll deduction.

B. College Relations

1. Publish a campus photo directory.
2. Develop a Speakers Bureau brochure.
3. Expand the "Distinguished Alumnus" brochure.
4. Investigate the idea of a "Distinguished Family".
5. Expand the prospect list for "Distinguished Alumnus" selection.
6. Develop additional opportunities for staff interaction and increase participation.
7. Continue to cheerfully assist faculty and staff with publications and instructional materials.

VI. Provide Effective Administrative Leadership

A. Foundation

1. Strengthen the committee functions to provide better guidelines and policies for each part of the Foundation program.
2. Develop a Planned Giving Program.
3. Hold donor recognition events.
4. Develop a 3-5 year plan with the Planning Committee .
5. Create a scholarship committee to develop policy guidelines for scholarship fund allocation.
6. Create an alumni committee to participate, identify and clarify the relationship of the Foundation to the Alumni Association.

B. College Relations

1. Reorganize photo files into 2 classifications - historic (>3 years) and current (<3 years).
2. Create a current demographic profile of Centralia College and our service area which is updated at least semi-annually and is available for presentations, faculty and staff recruitment, and publications.
3. Use the scanner to create electronic "boarder boards" for flyers and publications.
4. Revise and distribute the Centralia College graphic standards manual.
5. Connect the PIO's Macintosh via modem to the Daily Chronicle's Macintosh or Compugraphic mainframe.
6. Investigate the advantages and disadvantages of changing to a pony-tab format for the quarterly schedule.

ADMINISTRATIVE SERVICES
GOALS FOR 1989-90

I. Maintain High Standards of Instruction

A. Bookstore

Attempt to achieve uniform texts to be used for the same class (i.e.: English 101) whether it be offered day, night, correspondence, telenet or on a satellite campus.

B. Buildings and Grounds

To help create an open, inviting atmosphere to support high standards of instruction:

1. Develop a pedestrian mall.
2. Paint exterior of G Building, Student Center and Student Programs.
3. Install "old style globe fixtures" around campus for better lighting.

C. Personnel

1. Provide increased support to faculty recruitments as needed.
2. Review faculty recruiting process.

D. Title III Consortium: Focusing on Student Success

1. Review year one assessment/placement procedures.
2. Design a plan to decrease the number of self-advised students at each campus.
3. Compile the base-line data for self-advisees.

II. Meet the Needs of Students Through Enhanced Support Services

A. Bookstore

1. Continue to expand used book inventory. Enhance notification by mailing cards to students with buy-back dates and times. This could possibly be done in conjunction with the registration staff when scheduling appointments are mailed.
2. Involve the students with their college bookstore using:
   - Promotions
   - Advertising
   - Suggestions boxes
   - Contests and prizes

B. Buildings and Grounds

To provide quiet, efficient, comfortable interior environment:

1. Provide air conditioning and more efficient heating in "G" Building.
2. Provide better heat control in gym.
3. Provide better venting of hot stagnant air in gym for big events like graduation.
4. Replace all PCB transformers and remove old abandoned oil tanks in our ongoing program to support safety.
5. Install new high-tech exit signs.

C. Business Office

1. Implement new computerized cashiering system when available.
2. Continue to work closely with student activities' clubs and organizations to ensure convenience in handling change funds, ticket sales, etc.

D. Computer Services

1. Implement on-line assessment test scores.
2. Add file serving capabilities to network.
3. Expand electronic mail capacity.
4. Implement WCCCC cashiering.
5. Implement WCCCC purchasing.

E. Personnel

1. Coordinate with Multi-cultural Awareness Committee to establish training programs and cultural awareness events.
2. Coordinate with Administrative Evaluation Committee to assess and make changes to current administrator evaluation processes.

F. Purchasing

1. Coordinate with receiving to improve order check in process.
2. Combine orders where possible to minimize paper flow.

G. Title III Consortium: Focusing on Student Success

1. Develop and pilot test the Computer Assisted Advising (CAA) and degree audit system.

2. Purchase and install equipment for pilot-testing of CAA and degree audit system.

3. Implement a degree audit system which signals students with graduation deficiencies several quarters prior to graduation.

III. Develop and Market Educational Programs in Response to Community Needs

IV. Encourage and Support Professional Development of Faculty and Staff

A. Business Office

1. Continue to emphasize support for staff development in the areas of accounting, cashiering, bookstore and payroll.

2. Make funds available for travel if possible enabling staff to participate in cross-training with other college peers.

3. Encourage more staff participation on college committees.

B. Personnel Office

1. Coordinate with MAC Committee to further develop Professional Development Master Plan.

2. Develop "Brown Bag" offerings and other free training for classified staff.

3. Initiate orientation program for new employees.

C. Title III Consortium: Focusing on Student Success

Train staff and faculty advisors in the new degree audit systems and CAA.

V. Promote a Positive Campus Atmosphere

A. Bookstore

Continue to stock college imprinted goods such as clothing, key chains, cups, etc.

B. Business Office

1. Maintain an organized and pleasant business office environment.

2. Continue to investigate and implement changes in accounting and payroll processes to speed up service.

C. Personnel

1. Assume responsibility for answering all retirement, benefit and payroll questions. Clarify employee expectations.

2. Proceed with development of new staff recognition program.

D. Purchasing

Implement a new computerized purchasing system when available to increase overall efficiency.

VI. Provide Effective Administrative Leadership

A. Dean of Administration

1. Update Facility Master plan

2. Manage resources to:

- Provide increased security
- Replace electrician position with lead custodian
- Set aside funds for repairs and remodeling
- Provide for phase out of Title III positions
- Establish budget for accreditation
- Provide collator for print shop
- Provide employee for Computer Services
- Provide part-time clerical assistance for President's and Personnel Offices
- Provide staff development resource library

3. Administer capital projects:

- Construction of the LARC and Campus Mall/Parking projects
- Planning for the Voc Tech Addition
- Electrical repairs:
  - Replace transformer, lighting ballasts, emergency exit lights, system clock and secondaries, electrical panel and lighting fixtures.

- Mechanical/HVAC:
  - Replace air handlers in gym
  - Install automatic controls on radiators
  - Replace boiler room piping
  - Install automatic heater controls in Admin Building
  - Replace ventilators in Student Center
  - Replace electric ventilators in G Building
  - Remove boiler and storage tank at Kemp Hall

- Sites and Interiors:
  - Refinish gym floor
  - Replace gym laundry equipment
  - Replace carpet in Admin Building
  - Replace ceiling tile in G Building
  - Reseal black top on Voc Tech parking lot
  - Install handicap door in Admin Building
  - Replace 14 door closures on campus
  - Replace lock/key system on campus
  - Replace Student Center ceiling tile, recarpet and paint walls

B. Bookstore

1. Update current brochure/catalog for faculty and staff.

2. Participate in interdepartmental meetings as necessary.

3. Maintain a positive cash flow and ensure bookstore is self supporting.

C. Budget Analyst

1. Provide budget workshops for all staff.

2. Create more useful data express reports for college community use.

3. Coordinate with Computer Services to create a new program for budget preparation.

4. Work with Computer Center to help staff monitor expenditures throughout the year.

5. Assist Personnel in creating work sheets for faculty contracts.

D. Buildings and Grounds

1. Remodel boardroom for better institutional image.

2. Replace handicap doors in Administration Building showing ongoing support for handicapped support programs.

E. Business Office:

1. Provide improved accounting and reporting services to the college community.
2. Determine and implement an efficient way to distribute monthly reports.
3. Investigate and suggest alternative methods for increasing enterprise revenue.

F. Computer Services

1. Provide at least one formal computer training session per quarter.
2. Establish computer self-paced training opportunities.

G. Personnel Office

1. Review and revise all personnel/payroll documents as necessary.
2. Attend training seminars on personnel administration and labor law updates.
3. Complete review and dissemination of hiring procedures for faculty, classified and administrative positions.
4. Review and update public information policies and procedures.
5. When HEPB passes the new clerical specifications, review all relevant position descriptions and conduct official audits as necessary.

H. Title III Consortium: Focusing on Student Success

Develop the non-competitive application for year three.

INSTRUCTION
GOALS FOR 1989-90

I. Maintain High Standards of Instruction

A. Ensure that all course outlines not revised during 1988-89 are updated.

B. Use a consultant to review the fitness requirement.

C. Implement program of evaluating tenured faculty during winter quarter.

D. Develop and implement new faculty orientation.

E. Continue working with local high schools to improve articulation.

F. Complete the Commercial Art Program review by implementing the recommendations.

G. Host a social "Thank You" for Vocational Advisory Committee members.

H. Develop and implement Senior College in cooperation with Pacific Cataract and Laser Institute.

II. Meet the Needs of Students Through Enhanced Support Services

A. Assist with the improvement in the assessment, placement and advising program.

1. Provide 1/3 release time for assessment and advising project.

2. Attend assessment and advising committee meetings.

B. Expand alternative delivery systems for outlying area.

1. Expand audio, audio visual, and correspondence methods of providing individual instruction.

2. Provide resources to implement alternative systems.

III. Develop and Market Educational Programs in Response to Community Needs

A. Expand the Tenino area classes.

1. Announcing the offerings in the quarterly mailers.

2. Prepare and distribute brochures within community.

3. Continue to work with advisory committees to increase visibility.

B. Continue to improve student faculty ratio.

1. Review offering against past student enrollment.

2. Maintain minimum class sizes.

C. Increase public awareness of economic impact of Centralia College.

1. Develop brochure showing employment impact.

2. Develop series of newspaper releases.

IV. Encourage and Support Professional Development of Faculty and Staff

Promote the opportunities for individuals to grow professionally.

A. Have Division Chairs work with faculty on professional improvement plans.

B. Prioritize funding to implement improvement plans.

C. Emphasize personnel development among support staff.

V. Promote a Positive Campus Atmosphere

Improve inter-departmental faculty communications.

A. Encourage faculty to attend other division meeting.

B. Develop an instructional newsletter.

VI. Provide Effective Administrative Leadership

A. Prepare for the Northwest Association of Schools and College's Accreditation.

B. Prepare for the on-site review of all vocational programs.

C. Assist in the development and implementation of a faculty evaluation program.

D. During fall quarter review the division structure.

E. Complete evaluation criteria for every classified position.

F. Work towards equalizing faculty workload, including committees, advising, enrollments and offerings.

G. Assist in the update of the Facility Master Plan and preparing the capital budget requests.

STUDENT SERVICES
GOALS FOR 1989-90

I. Maintain High Standards of Instruction

A. Dean of Students

1. Work with Instruction Office in developing or facilitating new course(s), workshop(s), and certificate or degree program(s).

2. Enhance the quality of instruction by extending support services.

3. Assist in the Accreditation process.

B. Admission and Records

1. Serve on academic standards committee and ensure compliance of academic standards policy.

2. Communicate to Executive Committee and campus constituents enrollment data, both state and contract supported.

3. Implement an academic alert system after state-wide system is developed.

4. Assist in the campus accreditation process.

C. Counseling

1. Develop and implement innovative "extended orientation concept" course, Student Success.

2. Conduct an assessment of Career Planning services provided by the Counseling/Career Center for internal review purposes.

D. Educational Talent Search

1. Develop informational materials in Spanish.

2. Work with the Phoenix Center to develop an instructional model for transition.

E. Sports Programs

1. Maintain an academic tracking system on all student athletes.

2. Develop cooperative support programs with faculty and the Special Support Services for high risk students who need additional academic assistance.

F. Student Support Services

Provide participants with special academic services for basic skill deficiencies and higher skill development.

II. Meet the Needs of Students Through Enhanced Support Services

A. Dean of Students

1. Continue to develop cooperative programs with area organizations, business, industry, and educational entities in order to promote student success.

2. Develop staff program/activities to better assure that all student services staff possess the competency, skills, and knowledge base necessary to assist students to succeed in their educational pursuits.

3. Conduct review of lead advising responsibilities.

4. Review responsibilities for testing and placement.

5. Conduct program review and submit grant proposal for Student Support Services.

B. Admissions

1. Continue to develop cooperative programs with area organizations, business, industry and educational entities in order to promote student success.

2. Implement computerized degree-audit system.

3. Develop and implement computerized tracking system for prospective students.

4. Continue to coordinate commencement ceremony, 1990.

5. Chair the Distinguished Alumnus Board.

C. Alumni

Provide short-term loan to students.

D. Counseling

1. Promote and enhance the quality of services provided to students.

2. Provide post test interpretations of the ASSET test.

3. Design and implement services and career planning targeted at Pre-major students.

4. Coordinate services with other campus programs.

E. Educational Talent Search

1. Assess and document the potential for each participant's post secondary success and provide mechanisms to monitor participants' progress.

2. Provide career and academic counseling to assist participants in making realistic career goals and developing an academic plan to reach that goal.

3. Provide information on the availability of student financial aid and assist individuals with the financial aid process.

F. Financial Aid and Student Employment

1. Develop and implement a reorganization plan for the Financial Aid and Student Employment Offices which will assure effective services to students.

2. Notify by August 25, 1989, all financial aid applicants who met the June 30th priority application deadline.

3. Conduct Financial Aid Workshops as part of Fall Quarter Re-Entry and Student Success Activities.

4. Review proposed increase to student worker hourly wages.

5. Participate in Advising Fair for new students by providing staff with online financial aid system capacity to serve students as they enroll for Fall Quarter.

G. Sports Programs

1. Continue to offer quality programs in the four sports that are offered at Centralia College.

2. Conduct a review of the men's basketball, women's basketball, women's volleyball, and men's baseball programs.

3. Evaluate the competitiveness of each program in comparison with other institutions within our association.

H. Student Programs

Continue to improve activity programming.

I. Student Support Services

1. Conduct orientation interview and assessment of basic skills, learning styles, personal needs, and career/occupational interests for 215 participants.

2. Provide assistance and resources to participants for successful completion of their program of study as stated on the Individual Education Plan (IEP)

3. Provide specific career assessment services to participants

4. Provide specific transfer planning services

III. Develop and Market Educational Programs in Response to Community Needs

A. Dean of Students

Continue to market programs to targeted groups throughout the service area.

B. Admissions

1. Continue to provide leadership for the enrollment management committee.
2. Expand student-to-student visitations to four-year colleges and universities.
3. Investigate the possibility of a Centralia College video production.
4. Continue to provide information to prospective students in a timely and image conscious manner.
5. Continue to participate in student development projects to promote student success and complete integrated intake process.

C. Alumni

1. Promote the Alumni Association and its members.
2. Recognize and honor special alumni members.
3. Finalize the installation of the Kemp commemorative bench.
4. Explore projects for recognizing alumni and seek financial resources to implement projects.

D. Counseling

Review and develop programs and services to integrate in the LARC plans.

E. Educational Talent Search

1. Publicize the Education Talent Search Project.
2. Continue communication between 15 target schools and community agencies and ETS staff.
3. Recruit and select participants from targeted schools.
4. Provide parents of early intervention clients opportunity for more quality participation in and understanding of ETS goals.
5. Obtain fee waivers for ACT, SAT, FAF and College Admissions for eligible students.

F. Financial Aid and Student Employment

Continue active outreach in the community through high school and college financial aid seminars and workshops.

G. Sports Program

1. Strengthen the ties between students, parents, CC personnel, Board of Trustees, and the community in their support for the Centralia College Sports Programs.

2. Provide opportunities for the business community to become more involved in Centralia College athletics.

3. Investigate new ideas for promoting financial and spectator support in the Sports Program.

4. Induct new members into the Sports Hall of Fame and coordinated the Sports Banquet.

5. Nominate a Centralia College past athlete or coach for recognition in the NWAACC Sports Athletic Hall of Fame.

6. Develop Activities to Increase Booster Support for the Sports Program.

H. Student Programs

1. Continue to plan and implement a broad base of cultural and community enriched activities.

2. Support hosting receptions at quarterly drama productions.

3. Support the planning of an annual All-Class Reunion.

4. Continue to produce promotional publications:

a. Weekly Etcetera
b. Quarterly Spotlight
c. Reflections

I. Student Support Services

Coordinate information and facilitate access to cultural activities on- and off-campus.

IV. Encourage and Support Professional Development of Faculty and Staff

A. Dean of Students

Promote and assist staff with plans and program/professional goals that are challenging, relevant, and related to the institution plan, their program, or professional needs/goals.

B. Admissions

1. Support and encourage staff training.

2. Provide opportunities for advanced Macintosh and HP training.

C. Counseling

1. Encouraged and support staff participation in campus and/or State/National committees.

2. Encourage staff to update and improve current skills and develop new skills.

D. Educational Talent Search

1. Conduct a needs assessment of staff development needs and prepare staff development plans.

2. Encourage staff to attend conferences, workshops and classes relevant to professional development goals.

3. Provide regular classroom teachers the opportunity for greater involvement and responsibility to identify and assist potential dropouts.

E. Financial Aid and Student Employment

1. Train a new part-time staff member in all aspects of the financial aid application and delivery process.

2. Continue to provide staff development opportunities through professional activities, college committees, financial aid training and other workshops.

F. Student Programs

Provide office training for staff and develop an office procedures manual.

G. Student Support Services

Provide and encourage staff development through professional activities, college committees, and workshops.

V. Promote a Positive Campus Environment

A. Dean of Students

1. Develop a unified Student Services approach to serving students and others.

2. Participate in the staff recognition program.

B. Admissions

1. Inform staff in a timely manner of new developments and activities.

2. Encourage staff to become involved in college events and planning activities.

C. Alumni

Continue to encourage the involvement of alumni on various college committees.

D. Counseling

1. Provide a relaxing, inviting environment in the Counseling/Career Center.

2. Encourage participation by staff in campus sponsored activities.

E. Educational Talent Search

1. Encourage staff to participate in campus committees and activities.

2. Communicate with the Faculty and Staff about the Special Service projects and activities.

F. Financial Aid and Student Employment

Provide education for students, staff, and the community in the new financial aid delivery system scheduled for implementation by the Department of Education for the 1990-91 academic year.

G. Sports Programs

Assess the present programs/activities to assure that all sports program staff possess the competency, skills, and knowledge base to assist in informing students, the campus and community in providing high quality information and services.

H. Student Programs

Continue to support other Student Services special activities and programs.

VI. Provide Effective Administrative Leadership

A. Dean of Students

1. Provide leadership for the Enrollment Management Committee.

2. Finalize space and program locations in LARC and in remodeled Student Services Building.

3. Conduct review of Financial Code.

4. Serve on other college committees.

B. Admissions

1. Continue lead responsibilities for:

   a. Community cadre.
   b. Logistics of advising process.
   c. ICRC representative.
   d. Faculty advising handbooks in cooperation and coordination with advising coordinator.

2. Develop and update functions for community cadre.

3. Develop written goals and objectives for Admissions and Records Office and personal professional development plans.

4. Update Admissions and Records Office procedures manual.

C. Alumni

1. Provide appropriate, timely, and creative information for alumni members

2. Coordinate information with the Foundation Office

D. Counseling

Assist in the training of the new classified employee

E. Educational Talent Search

Develop and submit proposal for Middle School Grant.

F. Financial Aid and Student Employment

1. Administer the successful transfer of the Perkins Loan Program accounts to The Evergreen State College, resulting in a smooth transition for the borrowers involved.

2. Participate in Department of Education Title IV Program Review of 1986-87 and 1987-88, coordinate the review with other offices, make timely response to all requests and reports and revise policies and procedures as appropriate.

3. Investigate the benefits to students and the institution of utilizing Federal College Work Study funds for a Job Location and Development Program.

4. Implement the requirements of the new Stafford Loan Default Reduction Initiative mandated by the Department of Education which include expanding debt counseling and consumer information.

5. Develop and implement new Refund/Repayment Policy and Procedures for the 1989-90 academic year.

G. Sports Programs

1. Serve as Centralia College's Men's Athletic Commissioner for the NWAACC.
2. Serve as an Executive Board member for NWAACC.
3. Participate in Legislative actions at the community college level.

H. Student Programs

1. Support and be involved in college committees.
2. Plan and implement a Leadership Seminar student leadership training program.

VII. Continue to Develop and Refine Computer-Aided Systems
(additional goal established by Student Services)

A. Dean of Students

1. Finalize computer network system for student success.
2. Finalize computer network for Student Services offices.

B. Admissions

1. Implement computerized degree-audit system
2. Implement computer tracking system for prospective students.
3. Participate in training and implementation of new cashiering system.

C. Alumni

Continue to improve data collection for Alumni members.

D. Counseling

Utilize the HP computer system in the advising process.

E. Educational Talent Search

1. Encourage staff training in computer applications, word processing and database.
2. Compile a database of ETS client files.
3. Develop a tracking/monitoring system for High School Completion students.
4. Explore means for financing a Macintosh/modem for the East County Center.

F. Financial Aid and Student Employment

Continue to seek ways to streamline the financial aid application and delivery process for students.

G. Student Programs

Utilize Database for Budget and Alumni data collection.

H. Student Support Services

Utilize MAC and HP databases for maintaining and monitoring student and fiscal data.

Addendum

It should be noted that a separate annual report is published which addresses the specific accomplishments of the faculty and staff of the Garrett Heyns Education Center at the Washington Correction Center near Shelton, Washington. Other reports are available which provide information about the accomplishments of college related programs funded through grants and contracts. Additional sources of evaluative material such as the accomplishments of the Board of Trustees and other aspects of the college are available from the office of the President.

ERIC Clearinghouse for
Junior Colleges